Word 2013 - Part 2

Overview

Students will learn to use Word more efficiently by automating some tasks and creating complex documents that include lists, tables, charts, graphics, and newsletter layouts and will merge data to personalize correspondence and labels.

Prerequisites

- Word 2013 - Part 1

Course Objectives

After successful course completion, students will:
- Work with tables and charts.
- Customize formats using styles and themes.
- Use images in a document.
- Create custom graphic elements.
- Insert content using Quick Parts.
- Use templates.
- Use mail merge.
- Use macros.

Course Outline

Working with Tables and Charts
- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

Customizing Formats Using Styles and Themes
- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes
Using Images in a Document
- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

Creating Custom Graphic Elements
- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

Inserting Content Using Quick Parts
- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

Controlling Text Flow
- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Using Templates
- Create a Document Using a Template
- Create a Template

Using Mail Merge
- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

Using Macros
- Automate Tasks Using Macros
- Create a Macro

Related Courses, Certifications, Exams
- Word 2013 - Part 1
- Word 2013 - Part 3
- Microsoft Office Specialist on Microsoft Office 2013
- 77-418 - Microsoft Office Specialist for Word 2013