Microsoft® Office Word 2013: Part 2

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

*Certification: Microsoft® Office Specialist (MOS): Microsoft® Office Word 2013 — **Exam**: 77-418*

Course Description

After completing the first course in this series, Microsoft® Office Word 2013: Part 1, participants are now able to perform the basic tasks to create a variety of documents. You probably noticed as you continued working in Word that there are some tasks that you repeat quite often. This course will show you how you can work more efficiently by automating some tasks and providing methods to maintain consistency between documents. Participants will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. They will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well.

Target Audience

This course is intended for:

- Participants who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

Prerequisites

To attend this course, candidates must have:

- Experience in the Windows® 8 environment, and be able to use Windows® 8 to manage information on their computers.
- The ability to perform include: opening and closing applications, navigating basic file structures, and managing files and folders.
- Completed the following course or possess the equivalent knowledge:
  o *Microsoft® Office Word 2013: Part 1*

Microsoft Partner

Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Exam Details

Exam Code:	• 77-418
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Work with tables and charts to organize and summarize data.
- Use styles and themes to customize the look of your documents.
- Add images and custom graphic elements to your documents to graphically show information.
- Add building blocks of information and updatable fields to the document to improve efficiency.
- Control how text flows around graphics, between paragraphs, and between pages, and use section, page, and column breaks in your documents.
- Use templates to maintain consistency between documents.
- Use the mail merge feature to customize and personalize content.
- Create and use macros to automate tasks.

Course Topics

Module 1: Working with Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

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Course Topics *Continued*

Module 2: Customizing Formats Using Styles and Themes
- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

Module 3: Using Images in a Document
- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

Module 4: Creating Custom Graphic Elements
- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

Module 5: Inserting Content Using Quick Parts
- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

Module 6: Controlling Text Flow
- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Module 7: Using Templates
- Create a Document Using a Template
- Create a Template

Module 8: Using Mail Merge
- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

Module 9: Using Macros
- Automate Tasks Using Macros
- Create a Macro

ACTIVITIES INCLUDED