



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Word 2013: Part 1

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

Microsoft® Word 2013 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Target Audience

This course is intended for:

- Individuals who want to learn basic Word 2013 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Prerequisites

To attend this course, candidates must have:

- Familiarity with using personal computers, and should have experience using a keyboard and mouse.
- Experience in the windows® 8 environment, and be able to use windows® 8 to manage information on their computers
- Taken any one or more of the following Logical Operations courses:
 - *Using Microsoft® Windows® 8*
 - *Microsoft® Windows® 8 Transition from Windows® 7*
 - *An Introduction to PCs course*



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:

- Identify the various components of the Word interface, create a new Word document, enter text into a document, save a document, preview and print a document, and search Help.
- Navigate through a document to find and select text, modify selected text, and find and replace text.
- Apply character formatting to text, align paragraphs using tab stops, display text as list items, control paragraph layout, apply borders and shading to paragraphs, apply text styles, and manage formatting in documents.
- Insert a table into a document, modify the structure of a table, format a table, and convert text to a table.
- Sort a list, renumber a list, and customize a list.
- Insert symbols and special characters, and add images to a document.
- Apply page borders and colors, apply a watermark, add a header and footer to a document, and control page layout.
- Check spelling and grammar and use other proofing tools.
- Customize the Word interface and use additional options for saving.



Course Topics

Module 1: Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

Module 2: Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

Module 3: Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

Module 4: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Module 5: Managing Lists

- Sort a List
- Renumber a List
- Customize a List

Module 6: Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Module 7: Controlling Page Appearance

- Apply a Page Border and Colour
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

Module 8: Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools

Module 9: Customizing the Word Environment

- Customize the Word Interface
- Additional Save Options

ACTIVITIES INCLUDED

