



Word 2013 Intermediate

In this course, students will further build on the skills acquired in the Microsoft Word basic course. Students will learn to use styles and outlines, and how to format tables. Then they will insert SmartArt diagrams, work with shapes, and format text graphically. They will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, they will use Track Changes and prepare documents for sharing and exporting. Finally, students will learn how to work with fields and perform a mail merge.

Styles and outlines

- Examining formatting
- Working with styles
- Working with outlines

Table formatting

- Table design options
- Table data

Illustrations

- Creating diagrams
- Working with shapes
- Formatting text graphically

Advanced document formatting

- Creating and formatting sections
- Working with columns
- Document design

Document sharing

- Document properties
- Tracking changes
- Finalizing documents

Mail Merge

- Form letters
- Data sources for the recipient list
- Mailing labels and envelopes