MICROSOFT WORD 2013 ESSENTIALS

Generate a group quote today

Microsoft Word 2013 Essentials

COURSE LENGTH: 1.0 DAYS

Microsoft Word is one of the most popular word processing programs in the world and having the essential skills in MS Word can be very advantageous as a prospective or existing employee.

The PD Training Microsoft Word 2013 Essentials Training Course provides beginners with skill development in many of the primary functions of Word 2013 such as formatting tasks and paragraphs, understanding the interface, using styles, editing, sharing and more. This training course is designed for easy and effective learning by beginners to empower them to use Word 2013 effectively and efficiently.

This dynamic training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

Contact us today for a group quote.
MICROSOFT WORD 2013 ESSENTIALS COURSE OUTLINE

FOREWORD
Word 2013 Essentials Training Course covers all important features of the word processing application that are necessary for using it expertly. During the training course, participants gain understanding and use of the various new features of Word including formatting tools, working with paragraphs, formatting the page, and working with art and objects.

The course provides comprehensive training in a short time, and is designed for developing practical skills that benefit participants in their work.

OUTCOMES

Word 2013 Essentials Training Course is the fastest way to gain a comprehensive understanding of all essential features of Word 2013, and gain skills in using it expertly.

After completing this course, participants will have learned to:

- Use basic features such as find, replace, text selection, and typing and deleting text
- Change the font face, size and colour
- Add effects
- Change themes
- Alter document formatting
- Use the format painter
- Clear formatting
- Align and justify text
- Apply bullets and numbers
- Insert a cover page
- Add watermarks
- Add page border
- Insert tables, charts, equations, SmartArt, and screenshots
- Insert local and online pictures
- Insert videos
- Use the Navigation Pane
- Print and share a document
- Change Ribbon Display options
- Customise the Quick Access toolbar

MODULES
Lesson 11: Sharing Your Document

- Previewing and Printing Your Document
- Inviting People
- E-Mailing Your Document
- Module Eleven: Review Questions

Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- View this course online
- In-house Training Instant Quote