

Word 2013 Beginner

Modality: On Demand

Duration: 2 Hours

About this Course:

Word is the premier word processor. People use Word to create letters, resumes, invitations, term papers, flyers, and even books.

Course Objectives:

- If you're a beginner, you'll learn essential skills everyone in the computer age should know. If you're familiar with MS Word, you'll learn some amazing things you never knew Word could do to make your document creation faster, better looking, better written, and error free.

Audience:

- Everyone. Even if you're already using Word, you'll find that the program goes much deeper with lots of amazing features.

Course Outline:

- Live Preview
- Getting Help
- Display the Themes
- Create Theme Fonts
- Create Theme Colors
- Finish Saving the Theme
- Copy Text
- Paste What you Copied
- Cut and Paste
- Drag and Drop
- Bulleted Lists
- Nubered Lists
- Sub-Numbers
- Page Setup
- Today's Date
- Rulers
- Margins
- Zooming InOut
- Navigate By Keys
- Insert Text And Showing Pilcrows
- Replace Words
- Backspace Vs. Delete
- Format Text.

- Selecting Characters
- Select Via Keyboard
- Formatting Font, Color, And Size
- Centering Text
- Borders
- Save The Document
- New Document And Switching Windows
- Pick Up Where You Left Off
- Open The Practice File
- Review Word Basics
- Insert A Header
- Page Numbers
- Multiple Columns
- Page Break
- Next Page Section Break
- Insert A Footer
- Do It All Again
- Cover Page
- Open Practice File
- Spelling
- Add Or Remove Words To Dictionary
- Grammar Checker
- Thesaurus
- AutoCorrect
- Find Words
- Beware of Replace All
- Printing And Page Setup
- Labels
- Templates
- Custom Templates