

# **Word 2013 Intermediate**

**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
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- Sign up to view this video Video Description
- Rulers
- Tab Stops via Ruler
- Tab Stops via Menu
- Extra Tabs Practice
- Change a Tabbed List Into a Table
- Create a Table From Scratch
- Format the Table
- Sort the Table
- Simple Math
- Insert an Excel Table
- Drawing Tables
- Open Practice File
- What Is a Style
- Create a Character Style
- Create a Paragraph Style

- Create a Linked Style
- Style For All New Docs
- Pictures and Drawing Tools
- Styles Gallery
- Removing Background
- Drawing and Resizing Tools
- Layers
- Changing the Layers
- Gradients
- Insert Equations
- Insert Online Video
- 
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- Open Practice Files
- Show the Developer Tab
- Date Picker
- Combo Box
- Text Box
- Check Boxes
- Multi Paragraphs
- Stop Design Mode & Save
- Test Our Form
- Save As a Template
- Protect Document
- Practice Files
- Highlighter
- Comments
- Remove Highlights
- Delete Comments
- Tracked Changes
- Simple Markup View
- Accept/Reject Changes
- Reviewing Pane
- Combine Documents
- Reference Ribbon
- Table of Contents
- Update TOC
- Footnotes Endnotes
- Endnotes
- Bookmarks
- Hyperlink to a Document
- Link to a Bookmark
- Bibliography
- Indexes
- Create a Document
- Show the Developer Tab
- Start the Macro Recorder

- Run Your Macro
- Run By Keystroke
- See the VB Editor
- Toggle = Alt + F11
- Selecting Text Without the Mouse
- Record PullQuote
- Assign Keyboard Shortcut
- Make a Typing Mistake
- Fix the Mistake
- Change Letter Colors
- Wrong Way to Change Colors
- Macro-Enable File Type
- Insert Sound File
- Insert Video
- Start a Webpage
- Play a game
- Save to OneDrive (Formerly SkyDrive)
- Send Invitation Share