



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

www.mjhtraining.com

m.herman@sasktel.net

☎ 306 . 242-2231 (Office)

☎ 306 . 220-5112 (Cell)

Microsoft® Office Word 2013: Level 1

Course Number: 091024

Course Length: 1 day

Target Student: This course is intended for students 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.

Course Content

Lesson 1: Getting Started with Word

Topic A: Identify the Components of the Word Interface

Topic B: Create a Word Document

Topic C: Help

Lesson 2: Editing a Document

Topic A: Navigate and Select Text

Topic B: Modify Text

Topic C: Find and Replace Text

Lesson 3: Formatting Text and Paragraphs

Topic A: Apply Character Formatting

Topic B: Align Text Using Tabs

Topic C: Display Text as List Items

Topic D: Control Paragraph Layout

Topic E: Apply Borders and Shading

Topic F: Apply Styles

Topic G: Manage Formatting

Lesson 4: Adding Tables

Topic A: Insert a Table

Topic B: Modify a Table

Topic C: Format a Table

Topic D: Convert Text to a Table

Lesson 5: Managing Lists

Topic A: Sort a List

Topic B: Renumber a List

Topic C: Customize a List

Lesson 6: Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters

Topic B: Add Images to a Document

Lesson 7: Controlling Page Appearance

Topic A: Apply a Page Border and Color

Topic B: Add a Watermark

Topic C: Add Headers and Footers

Topic D: Control Page Layout

Lesson 8: Proofing a Document

Topic A: Check Spelling and Grammar

Topic B: Other Proofing Tools

Topic C: Check Accessibility

Lesson 9: Customizing the Word Environment

Topic A: Customize the Word Interface

Topic B: Additional Save Options

Appendix C: Microsoft Word 2013 Common Keyboard Shortcuts