



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

**M J H COMPUTER TRAINING**

[www.mjhtraining.com](http://www.mjhtraining.com)

[m.herman@sasktel.net](mailto:m.herman@sasktel.net)

☎ 306 . 242-2231 (Office)

☎ 306 . 220-5112 (Cell)

# Microsoft® Office Word 2013: Level 2

---

**Course Number:** 091025

**Course Length:** 1 day

**Target Student:** This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

## Course Content

### Lesson 1: Working with Tables and Charts

**Topic A:** Sort Table Data

**Topic B:** Control Cell Layout

**Topic C:** Perform Calculations in a Table

**Topic D:** Create a Chart

### Lesson 2: Customizing Formats Using Styles and Themes

**Topic A:** Create and Modify Text Styles

**Topic B:** Create Custom List or Table Styles

**Topic C:** Apply Document Themes

### Lesson 3: Using Images in a Document

**Topic A:** Resize an Image

**Topic B:** Adjust Image Appearance

**Topic C:** Integrate Pictures and Text

**Topic D:** Insert and Format Screenshots

**Topic E:** Insert Video

### Lesson 4: Creating Custom Graphic Elements

**Topic A:** Create Text Boxes and Pull Quotes

**Topic B:** Draw Shapes

**Topic C:** Add WordArt and Other Text Effects

**Topic D:** Create Complex Illustrations with SmartArt

### Lesson 5: Inserting Content Using Quick Parts

**Topic A:** Insert Building Blocks

**Topic B:** Create and Modify Building Blocks

**Topic C:** Insert Fields Using Quick Parts

### Lesson 6: Controlling Text Flow

**Topic A:** Control Paragraph Flow

**Topic B:** Insert Section Breaks

**Topic C:** Insert Columns

**Topic D:** Link Text Boxes to Control Text Flow

### Lesson 7: Using Templates

**Topic A:** Create a Document Using a Template

**Topic B:** Create a Template

### Lesson 8: Using Mail Merge

**Topic A:** The Mail Merge Features

**Topic B:** Merge Envelopes and Labels

**Topic C:** Create a Data Source Using Word

### Lesson 9: Using Macros

**Topic A:** Automate Tasks Using Macros

**Topic B:** Create a Macro

### Appendix C: Microsoft Word 2013 Common Keyboard Shortcuts