



Microsoft® Word 2013

FUNDAMENTALS

- Starting Word 2013
- What's New in Word 2013
- Understanding the Word Program Screen
- Giving Commands in Word
- Using Command Shortcuts
- Creating a New Document
- Opening a Document
- Previewing and Printing a Document
- Saving a Document
- Closing a Document
- Using Help
- Exiting Word

GETTING STARTED WITH DOCUMENTS

- Entering and Deleting Text
- Selecting and Replacing Text
- Navigating through a Document
- Browsing a Document
- Viewing a Document
- Working with the Document Window
- Viewing Multiple Document Windows

WORKING WITH AND EDITING TEXT

- Checking Spelling and Grammar
- Finding Text
- Replacing Text
- Using Word Count and the Thesaurus
- Inserting Symbols and Special Characters
- Copying and Moving Text
- Controlling How Text is Copied or Moved
- Collecting Multiple Items to Move or Copy
- Using Undo, Redo, and Repeat

FORMATTING CHARACTERS AND PARAGRAPHS

- Changing Font Type
- Changing Font Size
- Changing Font Color and Highlighting Text
- Changing Font Styles and Effects
- Applying Spacing and Ligatures
- Creating Lists
- Changing Paragraph Alignment
- Adding Paragraph Borders and Shading
- Changing Line Spacing
- Changing Spacing Between Paragraphs
- Copying Formatting
- Setting Tab Stops
- Adjusting and Removing Tab Stops
- Using Left and Right Indents
- Using First Line and Hanging Indents

FORMATTING THE PAGE

- Adjusting Margins
- Changing Page Orientation and Size
- Using Columns
- Using Page Breaks
- Working with Section Breaks
- Working with Line Numbers
- Working with Hyphenation
- Working with the Page Background
- Adding a Cover Page and Page Numbers
- Using Headers and Footers

WORKING WITH THEMES AND STYLES

- Applying a Style
- Creating a Style
- Modifying and Deleting a Style
- Working with the Styles Gallery
- Creating a New Quick Style Set
- Selecting, Removing, and Printing Styles
- Comparing and Cleaning Up Styles
- Applying Document Themes
- Creating New Theme Colors and Fonts
- Save a New Document Theme

WORKING WITH SHAPES AND PICTURES

- Inserting Clip Art
- Inserting Screenshots
- Inserting Pictures and Graphics Files
- Removing a Picture's Background
- Altering the Look of Pictures and Graphics
- Formatting Pictures or Graphics
- Inserting Shapes
- Formatting Shapes
- Resizing, Moving, Copying, and Deleting Objects
- Positioning Objects
- Applying Special Effects
- Grouping Objects
- Aligning and Distributing Objects
- Flipping and Rotating Objects
- Layering Objects
- Inserting a Text Box

WORKING WITH WORDART, SMARTART AND CHARTS

- Inserting WordArt
- Editing WordArt
- Formatting WordArt
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Inserting a Chart
- Formatting a Chart
- Working with Labels
- Formatting Chart Elements
- Formatting a Chart Area
- Using Chart Templates
- Changing Chart Type

WORKING WITH TABLES

- Creating a Table
- Working with a Table
- Resizing and Moving a Table
- Adjusting Table Alignment and Text Wrapping
- Working with Cell Formatting
- Merging and Splitting Cells and Tables
- Inserting and Deleting Rows and Columns
- Adjusting Row Height and Column Width
- Using Table Drawing Tools
- Working with Sorting and Formulas
- Working with Borders and Shading
- Using Table Styles
- Using Table Style Options
- Converting or Deleting a Table
- Using Quick Tables

WORKING WITH MAILINGS

An Overview of the Mail Merge Process

Step 1: Setting Up the Main Document

Step 2: Creating a Data Source

Selecting an Existing Data Source

Step 3: Inserting Merge Fields

Inserting Rules Fields

Step 4: Previewing a Mail Merge

Step 5: Completing the Mail Merge

Editing the Data Source

Creating Labels

Creating Envelopes

USING COLLABORATIVE EDITING TOOLS

Tracking Revisions

Accepting and Rejecting Revisions

Using Comments

Comparing and Combining Documents

Password Protecting a Document

Protecting a Document

WORKING WITH OUTLINES, LONG DOCUMENTS, AND REFERENCES

Creating a Document in Outline View

Rearranging an Outline or Long Document

Numbering an Outline

Viewing an Outline

Navigating Long Documents

Working with Master Documents

Using Bookmarks

Using Cross-references

Creating a Table of Contents Using Heading Styles

Creating a Table of Contents Using TC Entries

Working with Picture Captions

Creating an Index

Using Footnotes and Endnotes

Using Citations and Bibliographies

WORKING WITH TEMPLATES

Creating a Document Template

Using a Document Template

Creating Building Blocks

Creating AutoText

Using Building Blocks and AutoText

Attaching a Different Template to a Document

Copying Styles between Documents and

Templates

WORKING WITH FORMS

Creating a New Form

Adding Content Controls

Assigning Help to Form Content Controls

Preparing the Form for Distribution

Filling Out a Form

CUSTOMIZING WORD

Customizing the Ribbon

Customizing the Quick Access Toolbar

Using and Customizing AutoCorrect

Changing Word's Default Options

MORE TOPICS

Converting an Older Document to Word 2013

Translating Text

Editing a PDF

Inserting Online Videos

Online Collaboration

Publishing a Blog Entry

Viewing Document Properties and Finding a File

Recovering Your Documents

Managing Versions

Recording a Macro

Playing and Deleting a Macro

Editing a Macro's Visual Basic Code