

**Course:****Microsoft Word 2013: Basic**

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**Duration:** 1 day**Description:**

This ILT Series course covers the basic skills and concepts students need to use Microsoft Word 2013 productively and efficiently. After an introduction to Word's window components, students will learn how to create and save documents and how to navigate documents. Then they will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various formatting options. In addition, they will create tables, adjust page layout, work with graphics, use styles and outlines, and proof and print documents. The Axzo Edition of this course focuses solely on the skills real users need to be productive immediately in Microsoft Word. We've listened carefully to customer feedback on the content, and redesigned the course to flow better in the classroom. Setup is clean and simple, examples relevant, and extraneous content gone.

**Table Of Contents:**

- Unit 1: Getting started
  - Topic A: The Word window
  - Topic B: New documents
  - Topic C: Document navigation

**Unit 2: Editing text**

- Topic A: Working with text
- Topic B: The Undo and Redo commands
- Topic C: Cut, copy, and paste
- Topic D: Find and replace

**Unit 3: Formatting text**

- Topic A: Character formatting
- Topic B: Tab settings
- Topic C: Paragraph formatting
- Topic D: Paragraph spacing and indents

**Unit 4: Tables**

- Topic A: Creating tables
- Topic B: Working with table content
- Topic C: Changing the table structure
- Topic D: Table design options
- Topic E: Table data

**Unit 5: Page layout**

Topic A: Headers and footers

Topic B: Page setup

**Unit 6: Graphics**

Topic A: Adding graphics and clip art

Topic B: Working with graphics

**Unit 7: Styles and outlines**

Topic A: Examining formatting

Topic B: Working with styles

Topic C: Working with outlines

**Unit 8: Proofing, printing, and exporting**

Topic A: Spelling and grammar

Topic B: AutoCorrect

Topic C: Printing and exporting documents

**Course:****Microsoft Word 2013: Advanced**

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**Duration: 1 Day****Description:**

This ILT Series course covers advanced skills and concepts students need to use Microsoft Word 2013 productively and efficiently. Students will learn how to work with fields and perform a mail merge. Then they will insert SmartArt diagrams, work with shapes, and format text graphically. They will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, they will learn how to use document references such as citations, indexes, and tables of contents. They will use Track Changes and prepare documents for sharing and exporting. Finally, they will add interactive elements such as forms and content from other applications, and they will learn to work more efficiently in Word by customizing the ribbon, creating macros, using building blocks, and inserting subdocuments. The Axzo Edition of this course focuses solely on the skills real users need to be productive immediately in Microsoft Word. We've listened carefully to customer feedback on the content, and redesigned the course to flow better in the classroom. Setup is clean and simple, examples relevant, and extraneous content gone.

**Table Of Contents:****Unit 1: Mail Merge**

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

**Unit 2: Illustrations**

Topic A: Creating diagrams

Topic B: Working with shapes

Topic C: Formatting text graphically

**Unit 3: Advanced document formatting**

Topic A: Creating and formatting sections

Topic B: Working with columns

Topic C: Document design

**Unit 4: Document references**

Topic A: Tables of contents and captions

Topic B: Indexes, bibliographies, and footnotes

**Unit 5: Document sharing**

Topic A: Document properties

Topic B: Tracking changes

Topic C: Finalizing documents

**Unit 6: Document interactivity**

Topic A: Creating forms

Topic B: Inserting objects and charts

Topic C: Web pages

**Unit 7: Working in Word efficiently**

Topic A: Customizing the ribbon

Topic B: Macros