

# Microsoft® Word 2013

## Core Certification Guide

Courseware 3250   Exam 77-418   ISBN 978-1-55332-390-7

### Course Description

This *Microsoft® Word 2013 Core Certification Guide* teaches the information worker how to use core skills to work with business documents such as letters, forms, and newsletters. The user will acquire fundamental concepts and skills, building on this foundation as they continue to increase their productivity to apply creative features and enhance various documents.

Students who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft Office Specialist Word 2013 Core Exam #77-418. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

### Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

Courseware Description

Course Design

Course Objectives

Conventions and Graphics

### **Lesson 1: Getting Started**

Lesson Objectives

Looking at the Screen

Using the Quick Access Toolbar

Using the Ribbon

Using the Backstage

Working with Text

Moving Around in the Document

Working with Documents

Creating a New Document

Switching Between Documents

Saving Documents

Closing a Document

Opening a Document

Lesson Summary

Review Questions

### **Lesson 2: Manipulating Text**

Lesson Objectives

Changing the View

Adjusting the Zoom

Using Show/Hide ¶

Splitting the Window

Selecting Text

Selecting Consecutive Text

Selecting Non-Consecutive Text

Using the Selection Bar

Working with Text

Using Undo

Using Repeat

Inserting Text Items

Inserting Special Characters

Using Cut, Copy and Paste

Finding and Replacing Items

Replacing Items

Lesson Summary

Review Questions

### **Lesson 3: Formatting Text and Paragraphs**

Lesson Objectives

Formatting Characters

Using the Font Dialog Box

Formatting Paragraphs

Aligning Text

Changing the Spacing

Indenting Paragraphs

Setting Tab Stops

Using the Format Painter

Formatting with Styles

Using Quick Styles

Using the Styles Pane

Creating Styles

Modifying Styles

Organizing List Information

Customizing the Lists

Creating a Multilevel List

Using WordArt

Lesson Summary

Review Questions

### **Lesson 4: Formatting Documents to Print**

Lesson Objectives

Setting Up the Document

Changing the Paper Size

Changing the Orientation

Changing the Margins

Controlling the Text Flow

Inserting Page Breaks

Working with Section Breaks

Working with Columns

Using Headers and Footers

Inserting Page Numbers

Creating Headers and Footers

Working with Document

Backgrounds

Adding Watermarks

Applying Themes

Using Document Style Sets

Proofing Your Document

Navigating with References

Using the Navigation Pane

Using the Go To Command

Working with Hyperlinks

Creating Bookmarks

Preparing to Print

Lesson Summary

Review Questions

### **Lesson 5: Using Tables**

Lesson Objectives

Working with Tables

Inserting a Table

Drawing a Table

Creating a Quick Table

Working with Text

Modifying Tables

Adjusting the Width or Height

Inserting Rows, Columns or Cells

Deleting Rows, Columns or Cells

Merging and Splitting Cells

Setting Row Headings

Using Table Styles

Manipulating Text in Cells

Modifying the Borders and

Shading

Modifying the Table Properties

Inserting Formulas

Modifying Formulas

Converting Tabular Information

Converting a Table to Text

Converting Text to a Table

Sorting Lists of Data

Lesson Summary

Review Questions

### **Lesson 6: Working with Illustrations**

Lesson Objectives

Inserting Images

Inserting Picture Files

Inserting Online Pictures

Manipulating Pictures

Working with Shape Objects

Drawing Shapes

Manipulating Shapes

Using SmartArt

Manipulating the SmartArt

Lesson Summary

Review Questions

### **Lesson 7: Working with References**

Lesson Objectives

Why Use References?

Working with Text Boxes

Linking Text Boxes

Using Captions

Inserting a Table of Figures

Using Footnotes or Endnotes

Inserting Citation Sources

Inserting a Bibliography

Managing Your Sources

Lesson Summary

Review Questions

### **Lesson 8: Using Productivity Tools**

Lesson Objectives

Customizing Some Tools

Customizing the Quick Access

Toolbar

Customizing the Ribbon

Understanding Building Blocks

Using Quick Parts

Using the Building Blocks

Organizer

Understanding Macros

Recording Macros

Running Macros

Editing Macros

Configuring Security for Macros

Lesson Summary

Review Questions

### **Appendices**

Appendix A: Courseware Mapping

Appendix B: Glossary of Terms

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