

Microsoft Word 2013

Level 3

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. This is one of a series of courses that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

Students should be able to create, edit, format, save, and print documents. They should also be able to use a Web browser and an email program. Basic knowledge of XML is also helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. MS Word 2013 Level 1 and MS Word 2013 Level 2 or equivalent knowledge is recommended.

Documentation:

The following documentation is included with the course

- > Microsoft Word 2013 Level 3 user guide
- > Certificate of attendance

After attending you will be able to:

- > Create, manage, revise, and distribute documents

Who should attend?

This course is for persons who need to learn the more advanced features of Word 2013 to create, manage, revise, and distribute documents, forms, and Web pages. It will also benefit those pursuing Microsoft Office Specialist certification in Microsoft® Word 2013.



Topics Covered

Unit 1: Mail merge

- Topic A: Form letters
- Topic B: Data sources for the recipient list
- Topic C: Mailing labels and envelopes

Unit 2: Objects and backgrounds

- Topic A: Objects
- Topic B: Document backgrounds

Unit 3: Forms

- Topic A: Form fields
- Topic B: Form protection
- Topic C: Sharing and securing documents

Unit 4: Macros

- Topic A: Recording and running macros
- Topic B: Modifying and deleting macros

Unit 5: Toolbar and keyboard customization

- Topic A: Customizing the Quick Access toolbar
- Topic B: Customizing keyboard shortcuts

Unit 6: Long documents

- Topic A: Master documents
- Topic B: Tables of contents and figures
- Topic C: Indexes, bibliographies, and other references
- Topic D: Bookmarks and cross-references
- Topic E: Web frames

Unit 7: XML features

- Topic A: Working with XML

Venue Details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz.