

## Document Techniques

Opening Multiple Documents  
Switching Between Open Documents  
Arranging All  
Viewing Side By Side  
Synchronised Scrolling  
Resetting The Window Position  
Inserting A Cover Page  
Applying Page Colours  
Applying A Page Border  
Understanding Columns  
Creating Columns Of Text  
Specifying Column Widths And Spacing  
Inserting Column Breaks

## Formatting Techniques

Applying First Line Indents  
Applying Hanging Indents  
Applying Right Indents  
Understanding Pagination  
Controlling Widows And Orphans  
Keeping Paragraphs Together  
Keeping Lines Together  
Inserting A Page Break  
Applying Hyphenation To Text  
Hiding Text  
Inserting A Drop Cap  
Understanding Returns  
Revealing Formatting

## Working With PDF Documents

Understanding PDF Documents  
Saving A Document As A PDF  
Viewing A PDF File In Reader  
Opening And Editing A PDF In Word

## Preferences and Properties

Understanding Word Options  
Personalising Word  
Setting Display Options  
Understanding File Locations  
Setting File Locations  
Understanding Save Options  
Setting Save Options  
Understanding Document Properties  
Viewing Document Properties  
Specifying Document Properties  
Viewing Advanced Properties  
Inserting Properties Into A Document  
Updating Document Properties  
Deleting Document Property Data

## Styles

Understanding Styles  
Applying Paragraph Styles  
Applying Character Styles  
Creating A Quick Style  
Creating A Paragraph Style

Creating A Character Style  
Applying Custom Styles  
Understanding The Modify Style Dialog Box  
Selecting And Updating Styles  
Renaming And Deleting Styles  
Importing And Exporting Styles

## Themes

Understanding Themes  
Applying A Theme  
Modifying Theme Colours  
Modifying Theme Fonts  
Creating A Custom Theme  
Applying A Theme To A Template  
Resetting A Theme

## Templates

Understanding Templates  
Using A Sample Template  
Downloading An Online Template  
Creating A Template  
Modifying A Template  
Using A Custom Template  
Attaching A Template To A Document  
Copying Styles Between Templates  
Creating A Template From A Template  
Tips For Developing Templates

## Section Breaks

Understanding Section Breaks  
Inserting A Next Page Section Break  
Inserting A Continuous Section Break  
Inserting An Even Page Section Break  
Inserting An Odd Page Section Break

## Headers and Footers

Understanding Headers And Footers  
Inserting Headers And Footers  
Inserting A Blank Header  
Inserting A Blank Footer  
Switching Between Headers And Footers  
Editing Headers And Footers  
Inserting Page Numbering  
Inserting Date Information  
Headers And Footers In Long Documents  
Adjusting Header And Footer Positions  
Inserting First Page Headers And Footers  
Inserting Different Odd And Even Pages  
Creating Section Headers And

Footers  
Unlinking Section Headers And Footers

## Merging Techniques

Understanding Recipient Lists  
Creating A Recipient List  
Customising The Columns  
Adding Records  
Deleting Records  
Saving A Recipient List  
Opening A Recipient List  
Editing A Recipient List  
Understanding Merging From Scratch  
Selecting The Document Type  
Selecting The Recipients  
Inserting The Date  
Inserting An Address Block  
Inserting The Greeting Line  
Typing The Letter  
Inserting Individual Merge Fields  
Previewing The Merge  
Completing The Merge  
Setting Up Mailing Labels  
Completing Mailing Labels  
Running A Saved Merge  
Excluding Recipients  
Filtering Recipients  
Sorting Recipients  
Selecting Another Data Source  
Applying An If...Then...Else... Rule  
Applying A Fill In Rule

## Shapes

Understanding Shapes  
Drawing Shapes  
Selecting Shapes  
Resizing Shapes  
Moving Shapes  
Aligning Shapes  
Rotating Shapes  
Grouping Shapes  
Arranging Shapes  
Deleting Shapes  
Applying A Fill To The Drawing Canvas  
Applying Text Wrapping To A Canvas  
Applying Shape Styles  
Filling Shapes  
Applying A Solid Fill To Shapes  
Applying A Gradient Fill To A Shape  
Applying A Picture Fill To A Shape  
Changing Shape Outlines  
Applying An Outline To Shapes  
Changing Shapes  
Inserting And Formatting Text  
Applying Shadow Effects  
Applying Reflection Effects

# Microsoft Word 2013 - Intermediate



Applying Glow Effects  
Softening And Beveling Edges  
Applying 3-D Rotation Effects

## **Text Boxes**

Understanding Text Boxes  
Inserting A Preformatted Text  
Box  
Typing Text Into A Text Box  
Positioning A Text Box  
Resizing A Text Box  
Deleting A Text Box  
Drawing A Text Box  
Formatting A Text Box  
Linking Text Boxes  
Modifying Text Box Margins  
Changing Text Direction  
Applying Effects To Text Boxes

## **Table Features**

Creating A Table From Text  
Aligning Data In Cells  
Displaying Table Gridlines  
Inserting Formulas Into A Table  
Updating Formulas In A Table  
Sorting Table Data  
Merging Table Cells  
Splitting Table Cells  
Understanding Table Properties  
Aligning Tables  
Changing The Direction Of Text  
Repeating Heading Rows  
Converting A Table To Text

## **Enhancing Pictures**

Understanding Picture  
Enhancements  
Removing A Picture Background  
Correcting Pictures  
Colouring Pictures  
Applying Artistic Effects  
Applying Shadows And  
Reflections  
Applying A Glow Effect  
Softening And Beveling Edges  
Applying Picture Styles To  
Images  
Repositioning Pictures  
The Format Picture Pane  
Cropping Pictures Accurately  
Changing The Picture Layout