

Getting Started With Word 2013

- Starting Word From The Windows Start Screen
- Starting Word From The Desktop
- Understanding The Start Screen
- Creating A New Blank Document The Word Screen
- How Microsoft Word 2013 Works
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Exiting Safely From Word

Your First Document

- Creating Documents In Word
- Typing Text
- The Save As Place
- The Save As Dialog Box
- Saving A New Document On Your Computer
- Typing Numbers
- Inserting A Date
- Document Proofing
- Checking Spelling And Grammar
- Making Basic Changes
- Saving An Existing Document
- Printing A Document
- Safely Closing A Document

Working With a Document

- The Open Place
- The Open Dialog Box
- Opening An Existing Document
- Navigating With The Keyboard
- Scrolling Through A Document
- Page Zooming
- Viewing The Ruler
- Showing Paragraph Marks
- Counting Words

Viewing Documents

- Viewing Multiple Pages
- Splitting The Window
- Opening A New Window
- Understanding Document Views
- Changing Document Views
- Understanding Read Mode
- Viewing A Document In Read Mode
- Using Resume Reading

Working With Text

- Techniques For Selecting Text
- Selecting Text Using The Mouse
- Selecting Text Using The Keyboard
- Editing Text In Insert Mode
- Editing Text In Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Understanding Find And Replace
- Finding Words
- Replacing Words
- Using Go To
- Understanding Cutting And Copying
- Cutting And Pasting
- Copying And Pasting
- Drag And Drop Cutting
- Drag And Drop Copying
- Using The Clipboard Task Pane

Text Appearance

- Understanding Font Formatting
- Understanding Font Formatting Tools
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Increasing And Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Highlighting Text
- Changing Text Colour
- Using The Format Painter
- Using The Font Dialog Box
- Clearing Font Formatting

Working With Paragraphs

- Understanding Paragraph Formatting
- Understanding Text Alignment
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Removing Existing Bullets
- Starting A Numbered List
- Numbering Existing Paragraphs
- Creating A Multilevel List
- Removing Existing Numbers
- The Borders And Shading Dialog Box
- Shading Paragraphs
- Applying Borders To Paragraphs
- The Paragraph Dialog Box
- Indents And Spacing

- The Paragraph Dialog Box Line And Page Breaks
- Using The Paragraph Dialog Box

Working With Pages

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

Tabs and Tables

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Setting Tabs In The Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
- Removing Tabs
- Understanding Tables
- Creating A Table
- Adding Data To A Table
- Selecting In Tables Using The Ribbon
- Selecting In Tables Using The Mouse
- Inserting Columns And Rows
- Deleting Columns And Rows
- Changing Column Widths
- Changing Row Heights
- AutoFitting Columns Shading Cells
- Modifying Borders
- Adding Custom Borders
- Choosing A Table Style

Clip Art and Pictures

- Understanding Clip Art And Pictures
- Inserting Clip Art
- Selecting Clip Art
- Applying Text Wrapping Styles
- Positioning Clip Art Resizing Clip Art
- Applying Picture Styles To Clip Art
- Resetting Clip Art
- Deleting Clip Art
- Inserting A Picture Inserting An Online Picture Resizing A Picture
- Changing The Picture Cropping A Picture

Performing a Mail Merge

- Understanding Mail Merge

Microsoft Word 2013 - Introduction



Understanding The Mail Merge Process
Creating A Recipient List
Creating The Starting Document
Starting The Mail Merge Wizard
Selecting A Recipient List
Inserting Mail Merge Fields
Previewing The Merged Documents
Completing The Merge

Printing Your Documents

Understanding Printing
Previewing Your Document
Quick Printing Selecting A Printer
Printing The Current Page
Specifying A Range Of Pages
Specifying The Number Of Copies

Getting Help Understanding

How Help Works
Accessing The Help Window
Navigating The Help Window
Using The Office Website
Googling Help
Printing A Help Topic

A Guide to Brilliant Documents

The Four Pillars Of Great Design
Perfect Page Layouts Make It Readable
Pictures Tell A Story
The Tips And Traps Of Writing