Microsoft Word 2013 - Intermediate

PRIME SOLUTIONS

Microsoft Word 2013 - Intermediate

Applying Glow Effects
Softening And Bevelling 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 Bevelling Edges
Applying Picture Styles To Images
Repositioning Pictures
The Format Picture Pane
Cropping Pictures Accurately
Changing The Picture Layout