Word Syllabus

- How to navigate the Word 2013 interface

- What's new in Word 2013

- How to open new documents and existing documents

- How to use templates

- Basic and advanced text, paragraph, and document formatting

- How to use Microsoft Word for desktop publishing

- How to create brochures, flyers, and even business cards using MS Word

- How to install apps to use with Word

- How to insert images, graphics, and video

- How to connect MS Word to Facebook and Flickr!

- How to use MS Word as a photo editor

- How to create an index, bibliography, or TOC using Word

- How to create even more impressive tables than ever before using new formatting tools

- How to solve mathematical equations using Word

- And much more!

Course Topics

Lesson 1: Introduction to Microsoft Word 2013

Lesson 2: Working with Documents and the Keyboard

Lesson 3: Navigating Through a Word Document

Lesson 4: Basic Text Editing

Lesson 5: Text Formatting

Lesson 6: Paragraph Formatting

Lesson 7: More Ways to Format Text and Paragraphs

Lesson 8: Style Formatting

Lesson 9: Page Formatting

Lesson 10: Templates

Lesson 11: Working With Graphics and Pictures

Lesson 12: Tables

Lesson 13: Desktop Publishing

Lesson 14: Long Documents

Lesson 15: Technical Documents

Lesson 16: Mail Merge

Lesson 17: Proofing, Printing, and Publishing

Lesson 18: Comparing, Merging, and Protecting Documents

Lesson 19: Customizing and Expanding Word

Learning Outcomes

- Describe what Microsoft Word 2013 is and how it is useful in both your personal and professional life.

- Demonstration MS Word navigation, text editing, text formatting, paragraph formatting, and page formatting.

- Demonstrate template usage in Microsoft Word.

- Demonstrate working with graphics and pictures.

- Demonstrate using tables in MS Word.

- Demonstrate using Word for desktop publishing, creating and managing long documents, and technical documents.

- Demonstrate mail merge on Word 2013.

- Demonstrate using the MS Word features of proofing, printing, and publishing.

- Demonstrate comparing, merging, and protecting documents.

- Demonstrate customizing and expanding Word to make you more efficient at word processing, and