



Microsoft Word 2013/2016 Course Outlines (version differences will be noted in the outline).

### Microsoft Word 2013/2016 Level I – Course Content

**Duration:**

One day

**Description:**

This Instructor-led Training course covers the basic skills and concepts students need to use Microsoft Word 2013/2016 productively and efficiently. After an introduction to Word's window components, students will learn how to create and save documents and how to navigate documents. Then they will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various formatting options. In addition, they will create tables, adjust page layout, work with graphics, use styles and outlines, and proof and print documents.

**Table of Contents:**

Unit 1: Getting started  
Topic A: The Word window  
Topic B: New documents  
Topic C: Document navigation

Unit 2: Editing text  
Topic A: Working with text  
Topic B: The Undo and Redo commands  
Topic C: Cut, copy, and paste  
Topic D: Find and replace

Unit 3: Formatting text  
Topic A: Character formatting  
Topic B: Tab settings  
Topic C: Paragraph formatting  
Topic D: Paragraph spacing and indents

Unit 4: Tables  
Topic A: Creating tables  
Topic B: Working with table content  
Topic C: Changing the table structure  
Topic D: Table design options  
Topic E: Table data



Unit 5: Page layout

Topic A: Headers and footers

Topic B: Page setup

Unit 6: Graphics

Topic A: Adding graphics and clip art

Topic B: Working with graphics

Unit 7: Styles and outlines

Topic A: Examining formatting

Topic B: Working with styles

Topic C: Working with outlines

Unit 8: Proofing, printing, and exporting

Topic A: Spelling and grammar

Topic B: AutoCorrect

Topic C: Printing and exporting documents



## Word 2013/2016 Level II – Course Content

Duration:

One day

Description:

This Instructor-led Training course builds on the skills and concepts taught in Word previous versions of Word. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Table of Contents:

Unit 1: Styles and outlines

Topic A: Examining formatting

Topic B: Working with styles

Topic C: Working with outlines

Unit 2: Table formatting

Topic A: Table design options

Topic B: Table data

Unit 3: Illustrations

Topic A: Creating diagrams

Topic B: Working with shapes

Topic C: Formatting text graphically

Unit 4: Advanced document formatting

Topic A: Creating and formatting sections

Topic B: Working with columns

Topic C: Document design

Unit 5: Document sharing

Topic A: Document properties

Topic B: Tracking changes

Topic C: Finalizing documents

Unit 6: Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes



## Word 2013/2016 Level III – Course Content

Duration:  
One day

### Description:

This Instructor-led Training course covers advanced skills and concepts students need to use Microsoft Word 2013/2016 productively and efficiently. Students will learn to create form letters and labels using Mail Merge, add interactive elements such as forms and content from other applications, and to save a file as a web page. Then they will learn how to use document references such as citations, indexes, and tables of contents. Next, they will learn to work more efficiently in Word by customizing the ribbon, creating macros, and using building blocks. In addition, students will learn to record and copy macros.

### Table of Contents:

- Unit 1: Using 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: Inserting content from other applications
  - Topic B: Changing the document background
  
- Unit 3: Using macros
  - Topic A: Recording and running macros
  - Topic B: Modifying and deleting macros
  
- Unit 4: Working with forms
  - Topic A: Creating forms
  - Topic B: Protecting forms
  - Topic C: Sharing and securing documents
  
- Unit 5: Customizing Word
  - Topic A: Customizing the Ribbon
  - Topic B: Customizing the Quick Access toolbar
  - Topic C: 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





## Microsoft Word 2013/2016 Advanced – Long Documents – Course Outline

Duration:

One day

Target student: Anyone in the Legal field, students (especially students who need to do research papers), administrative assistants, or anyone needing to build and manage long documents.

Description:

This Instructor-led Training course builds on the skills and concepts taught in previous levels of Word. In this custom class, students will understand how to create and manage long documents. They will work with styles and learn how to create a table of contents, index and bibliography. Students will also learn to understand various types of page breaks, sections and how to insert and manage headers, footers and page numbers. They will also learn how to manage document revisions when working with co-authors. Also included is the use of bullets, numbering and multi-level lists.

### Table of Contents

Unit 1: Styles and outlines

Topic A: Examining formatting

Topic B: Creating styles

Topic C: Modifying styles

Topic D: Working with outlines

Topic E: Bullets, numbering and multi-level lists

Unit 2: Page layout

Topic A: Headers and footers

Topic B: Margins

Topic C: Page breaks

Unit 3: Sections and columns

Topic A: Creating and formatting sections

Topic B: Working with columns

Unit 4: 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

Unit 5: Managing document revisions

Topic A: Tracking changes

Topic B: Working with comments



- Unit 6:     Formatting tables
- Topic A:   Table formatting basics
- Topic B:   Borders and shading
- Topic C:   Table data
- Topic D:   Table styles