

# Word 2010/2013 Level 2

<b>Audience</b>	This course is for learners who are familiar with Microsoft Word, and can create documents and perform basic editing including selecting text, copying, inserting and deleting, and character and paragraph formatting.
<b>Description</b>	This course uses a combination of lecture, hands-on practice, and independent exercises to advance the learners skills using Word. They will learn to perform sophisticated formatting manually and with styles, format paragraphs in sections and columns, reuse information effectively with templates and Building Blocks (including Quick Parts and other galleries), and prepare documents for sharing.
<b>Objectives</b>	<p>Upon successful completion of the class, and with additional practice, students should be able to:</p> <ul style="list-style-type: none"><li>■ Copy formats with Format Painter</li><li>■ Position text with tabs</li><li>■ Perform advanced character, paragraph, and page formatting</li><li>■ Create and apply a Quick Style</li><li>■ Apply and modify themes</li><li>■ Use sections for complex page formatting</li><li>■ Create different headers in sections</li><li>■ Format text in columns</li><li>■ Create and revise templates</li><li>■ Change the Normal template</li><li>■ Create, revise, and delete Building Blocks</li><li>■ Manage Building Blocks with the Building Block Organizer</li><li>■ Create a style by example</li><li>■ Apply styles to formatted text</li><li>■ Revise and save styles</li><li>■ Inspect a document</li><li>■ Apply security features and restrict editing</li><li>■ Edit a PDF file (2013)</li></ul>
<b>Length</b>	1 day



## **I. Advanced Formatting Techniques**

- A. Changing Font Size and Spacing
- B. Using Hyphenation and Special Characters
- C. Changing Paragraph and Line Spacing
- D. Changing Paragraph Indents
- E. Using Format Painter
- F. Controlling Pagination
- G. Positioning Text with Tabs
- H. Using Quick Styles
- I. Applying a Theme
- J. Modifying a Theme

## **II. Working with Sections and Columns**

- A. What is a Section?
- B. Inserting and Removing Section Breaks
- C. Changing Page Setup in a Section
- D. Creating Headers and Footers Review
- E. Inserting Fields into Headers and Footers
- F. Changing Headers and Footers by Section
- G. Setting Multiple Columns
- H. Modifying Column Formatting

## **III. Templates**

- A. What is a Template?
- B. Starting a Document with Normal Template
- C. Starting a Document with a Custom Template
- D. Changing the Normal Template
- E. Creating a Template
- F. Saving Templates
- G. Revising a Template
- H. Deleting a Template (Optional)
- I. Adding Global Templates (Optional)

## **IV. Building Blocks** (including Quick Parts and other galleries)

- A. What are Building Blocks?
- B. Creating a Building Block
- C. Inserting a Building Block
- D. Managing Building Blocks
- E. Using Document Properties (Optional)

## **V. Basic Styles**

- A. What are Styles?
- B. Creating a Style
- C. Applying a Style
- D. Modifying a Style
- E. Using the Styles Gallery (Review)
- F. Changing Default Normal Style (Optional)
- G. Saving Styles to a Template (Optional)
- H. Printing a Style List
- I. Deleting and Renaming Styles

## **VI. Preparing a Document**

- A. Using File Properties (Review)
- B. Inspecting a Document
- C. (2013) Editing a PDF Document
- D. Marking a Document as Final
- E. Security Issues
- F. Restricting Formatting and Editing
- G. Compatibility Issues

## **Appendix A - Customizing the Program**

- A. Customizing Program Options
- B. Setting View Options
- C. Changing File Location Options
- D. Setting User Information Options