



BREWSTER TECHNOLOGY

COMPUTER TRAINING & SERVICE

www.brewstertech.com

16 MOUNT EBO ROAD SOUTH, SUITE 18 • BREWSTER • NEW YORK • 10509
Phone - (845) 279-9400 • Fax - (845) 279-9413

What's in Word Essential Skills 2013:

In this course students will learn the basics of Microsoft Word 2013, how to enter and format text, change margins line spacing, and copy and paste text. Students will learn how to successfully use Word in a working environment and be prepared to learn more advanced features of the program.

Target Audience:

Individuals looking to learn Microsoft Word 2013.

Prerequisites:

Basic Knowledge of personal computers.

Duration:

16 Hours



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Topics Covered in Word Essential Skills 2013:

Getting Started

- Lesson Objectives
- Looking at the Screen
- Using the Quick Access Toolbar
- Using the Ribbon
- Using the Backstage
- Working with Text
- Moving Around in the Document
- Working with Documents
- Creating a New Document
- Switching Between Documents
- Saving Documents
- Closing a Document
- Opening a Document
- Lesson Summary
- Review Questions

Manipulating Text

- Lesson Objectives
- Changing the View
- Adjusting the Zoom
- Using Show/Hide ¶
- Splitting the Window
- Selecting Text
- Selecting Consecutive Text
- Selecting Non-Consecutive Text
- Using the Selection Bar
- Working with Text
- Using Undo
- Using Repeat
- Inserting Text Items
- Inserting Special Characters
- Using Cut, Copy and Paste
- Finding and Replacing Items
- Replacing Items
- Lesson Summary
- Review Questions

Formatting Text and Paragraphs

- Lesson Objectives
- Formatting Characters
- Using the Font Dialog Box
- Formatting Paragraphs

- Aligning Text
- Changing the Spacing
- Indenting Paragraphs
- Setting Tab Stops
- Using the Format Painter
- Formatting with Styles
- Using Quick Styles
- Using the Styles Pane
- Creating Styles
- Modifying Styles
- Organizing List Information
- Customizing the Lists
- Creating a Multilevel List
- Using WordArt
- Lesson Summary
- Review Questions

Formatting Documents to Print

- Lesson Objectives
- Setting Up the Document
- Changing the Paper Size
- Changing the Orientation
- Changing the Margins
- Controlling the Text Flow
- Inserting Page Breaks
- Working with Section Breaks
- Working with Columns
- Using Headers and Footers
- Inserting Page Numbers
- Creating Headers and Footers
- Working with Document Backgrounds
- Adding Watermarks
- Applying Themes
- Using Document Style Sets
- Proofing Your Document
- Navigating with References
- Using the Navigation Pane
- Using the Go To Command
- Working with Hyperlinks
- Creating Bookmarks
- Preparing to Print
- Lesson Summary
- Review Questions



Topics Covered in Word Essential Skills 2013 (Continued):

Using Tables

- Lesson Objectives
- Working with Tables
- Inserting a Table
- Drawing a Table
- Creating a Quick Table
- Working with Text
- Modifying Tables
- Adjusting the Width or Height
- Inserting Rows, Columns or Cells
- Deleting Rows, Columns or Cells
- Merging and Splitting Cells
- Setting Row Headings
- Using Table Styles
- Manipulating Text in Cells
- Modifying the Borders and Shading
- Modifying the Table Properties
- Inserting Formulas
- Modifying Formulas
- Converting Tabular Information
- Converting a Table to Text
- Converting Text to a Table
- Sorting Lists of Data
- Lesson Summary
- Review Questions

Working with Illustrations

- Lesson Objectives
- Inserting Images
- Inserting Picture Files
- Inserting Online Pictures
- Manipulating Pictures
- Working with Shape Objects
- Drawing Shapes
- Manipulating Shapes

- Using SmartArt
- Manipulating the SmartArt
- Lesson Summary
- Review Questions

Working with References

- Lesson Objectives
- Why Use References?
- Working with Text Boxes
- Linking Text Boxes
- Using Captions
- Inserting a Table of Figures
- Using Footnotes or Endnotes
- Inserting Citation Sources
- Inserting a Bibliography
- Managing Your Sources
- Lesson Summary
- Review Questions

Using Productivity Tools

- Lesson Objectives
- Customizing Some Tools
- Customizing the Quick Access Toolbar
- Customizing the Ribbon
- Understanding Building Blocks
- Using Quick Parts
- Using the Building Blocks Organizer
- Understanding Macros
- Recording Macros
- Running Macros
- Editing Macros
- Configuring Security for Macros
- Lesson Summary



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What's in Word Essential Skills 2016:

In this course students will learn the basics of Microsoft Word 2016, how to enter and format text, change margins line spacing, and copy and paste text. Students will learn how to successfully use Word in a working environment and be prepared to learn more advanced features of the program.

Target Audience:

Individuals looking to learn Microsoft Word 2016.

Prerequisites:

Basic knowledge of a personal computer.

Duration:

16 Hours



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- Using Undo
- Using Repeat
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- Using Cut, Copy and Paste
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- Replacing Items
- Lesson Summary
- Review Questions

Formatting Text and Paragraphs

- Lesson Objectives
- Formatting Characters
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- Formatting Paragraphs

- Aligning Text
- Changing the Spacing
- Indenting Paragraphs
- Setting Tab Stops
- Using the Format Painter
- Formatting with Styles
- Using Quick Styles
- Using the Styles Pane
- Creating Styles
- Modifying Styles
- Organizing List Information
- Customizing the Lists
- Creating a Multilevel List
- Using WordArt

Formatting Documents to Print

- Lesson Objectives
- Setting Up the Document
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- Changing the Orientation
- Changing the Margins
- Controlling the Text Flow
- Inserting Page Breaks
- Working with Section Breaks
- Working with Columns
- Using Headers and Footers
- Inserting Page Numbers
- Creating Headers and Footers
- Working with Document Backgrounds
- Adding Watermarks
- Applying Themes
- Using Document Style Sets
- Proofing Your Document
- Navigating with References
- Using the Navigation Pane
- Using the Go To Command
- Working with Hyperlinks
- Creating Bookmarks
- Preparing to Print



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- Modifying the Table Properties
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- Modifying Formulas
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- Converting a Table to Text
- Converting Text to a Table
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- Inserting Online Pictures
- Manipulating Pictures
- Working with Shape Objects
- Drawing Shapes
- Manipulating Shapes
- Using SmartArt
- Manipulating the SmartArt

Working with References

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- Lesson Objectives
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- Customizing the Ribbon
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- Using Quick Parts
- Using the Building Blocks
- Organizer
- Understanding Macros
- Recording Macros
- Running Macros
- Editing Macros
- Configuring Security for Macros