

Microsoft Word 2013 – Level 1

This course is designed to help students learn about the basic features of Word 2013 and use them to enter and edit text, browse documents, format text, use tables, adjust page layout, work with graphics, and proof and print documents. Microsoft Office 2013 will be used in this course.

- Use the elements of the Word window, create and save documents, and navigate a document and select text by using the keyboard and the mouse.
- Insert and delete text; create hyperlinks; use the Undo and Redo commands; cut, copy, and paste text; and find and replace text.
- Apply character formatting, use tabs, format paragraphs, and adjust paragraph spacing.
- Create tables, work with text in a table, and adjust a table's structure.
- Add headers and footers, set and change document margins, change page orientation, set text flow options, and add and delete manual page breaks.
- Insert graphics and clip art, move graphics, wrap text around graphics, and modify graphics.
- Proof a document by checking spelling and grammar, use AutoCorrect, preview and print documents, create PDF and XPS documents, and edit PDF documents in Word.

Prerequisites: Prior experience with Microsoft Windows

Cost: \$179.00 per person (7 hour class)
Textbook included

Grant Funding Available
(Call for details prior to registration)

For additional information, please contact
Sarah Maguire
(863) 669-2952 or smaguire@polk.edu



Microsoft Word 2013 – Level 2

This course is designed to help students learn how to use styles and outlines, format table, create SmartArt diagrams, draw shapes, format text graphically, create sections and format text in columns, use themes and design elements, manage document revisions, and perform mail merge. Microsoft Office 2013 will be used in this course.

- Examine and compare text formatting, work with character styles, and work with a document outline.
- Apply table formatting and styles, and work with data in a table.
- Use SmartArt to create and modify a diagram, insert and modify shapes, format text using WordArt, create drop caps, and insert text boxes.
- Insert section breaks, format section headers and footers and page numbering, format text into multiple columns, and customize a document's appearance by applying background colors, fill effects, and watermarks, and themes.
- Protect a document with a password, view and edit document properties, use Track Changes, work with comments, and use the Compatibility Checker, the Accessibility Checker, and the Document Inspector to share documents.
- Use the Mailings tab to create form letters, create a recipient list, sort and filter records, and create mailing-label and envelope documents.

Prerequisites: Prior experience with Microsoft Word 2013 – Level 1

*Cost: \$179.00 per person (7 hour class)
Textbook included*

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Microsoft Word 2013 – Level 3

This course is designed to help students learn how to create forms, link to objects from other applications, work with reference elements, customize the ribbon, work with Building Blocks, insert subdocuments, create and modify macros, and understand the basics of VBA programming. Microsoft Office 2013 will be used in this course.

- Create forms, add content from other applications to a Word document, preview a document as a Web page, and save a document as a Web page.
- Create a table of contents and a table of figures, add captions and cross-references, create an index, insert a bibliography, and add footnotes.
- Customize the ribbon by adding tabs and groups, use the Building Blocks Organizer, and create a master document.
- Record simple macros, use VBA and examine the Visual Basic Editor.

Prerequisites: Prior experience with Microsoft Word 2013 – Level 2

Cost: \$179.00 per person (7 hour class)
Textbook included

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