



Microsoft Word 2013 Advanced

Sunday, February 26

Franklin Jamatkhana Social Hall: 220 28th ST. NE

10:00 AM - 4:00 PM

Fee: \$20.00

Participants will acquire advanced knowledge on how to effectively use MS WORD

Course Outline

New Word 2013 Interface

- Quick access ribbon toolbar
- Advanced tabs and customization of ribbon

Working with Text

- Indents and Tabs
- Line and Paragraph Spacing
- Lists
- Sort and Renumber a List
- Hyperlinks

Working with Pages and Paragraphs

- Headers, Footers and Page Numbers
- Page Borders
- Watermarks
- Page Layout

Working with Tables

- Creating Tables
- Formatting Tables

Adding Charts

- Creating Charts
- Formatting Charts
- Proofing Documents
- Spelling and Grammar

Working with Objects

- Adding Pictures
- Adding Shapes and SmartArt
- Modifying Objects

Performing a Mail Merge

- Using the Wizard
- Select Source Document
- Select Recipients
- Preview the Document
- Complete the Merge

Printing Documents

- Proofing and Printing the Document

**For more information and to register: Zull Punjani
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