

Course Overview:

This course is especially designed for people who will be creating letters and other short documents. The commands covered in this course will help you to efficiently create a professional looking document in Microsoft Word 2013.

Course Content:

Create and Edit a Document

- The Microsoft Word 2013 interface: the Backstage View, Ribbon and Quick Access Toolbar in Office 2013
- Components of the Microsoft Word screen.
- Creating a Document.
- Saving and Editing a document.
- Managing Files.

Change the Appearance of a Document

- Moving and selecting Text.
- The Undo and Redo Actions.
- Cutting, copying and pasting text.

Format a Document

- Formatting characters.
- Formatting paragraphs.
- Indenting paragraphs using the Ruler.
- Creating tabs.
- Formatting a page.
- Using the Automatic and Manual page breaks.

Review and Print Document

- Checking spelling, previewing and print a document.
- Finding and replacing text and using the Help features.