



WORD 2013 ESSENTIALS SYLLABUS

MOS Certification Study Guide

BRIEF DESCRIPTION

This document contains a detailed syllabus of Distance Learning Centre's Word 2013 Essentials training course.

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Word 2013 Essentials Syllabus

Lesson 1 – Create & Manage Documents

1.1 Introduction

- Lesson content;
- What is word processing?
- The course folders;
- The course player;
- Before you start.

1.2 Word Basics

- Introduction;
- What is Microsoft Word 2013?
- Launching Word;
- The Word GUI;
- The main GUI components;
- Other useful features;
- Moving around a document;
- Selecting text;
- Basic text formatting;
- Cutting, copying, & pasting;
- Getting help;
- Practice exercises.

1.3 Creating Documents

- Introduction;
- Creating a new blank document;
- Try it yourself;
- Saving & closing documents;
- Creating custom documents with templates;
- Opening non-native files in Word;
- Practice exercises.

1.4 Navigate Documents

- Introduction;
- Searching for text;
- Search using Find & Replace;
- Inserting a hyperlink to a web page;
- Insert an internal hyperlink;
- Insert a hyperlink to an email address;
- Modify or delete a hyperlink;
- Creating bookmarks;
- Moving to specific locations with “Go To”;
- Practice exercises.

1.5 Format Documents

- Introduction;
- Setting page setup options;
- Formatting text into columns;

- Page and section breaks;
- Auto-hyphenation options;
- Change document theme;
- Saving the changed theme;
- Change document style sets;
- Inserting headers & footers;
- Amending or deleting headers & footers;
- Inserting a watermark;
- Inserting page numbers;
- Practice exercises.

1.6 Customisation Options & Views

- Introduction;
- Document views;
- Changing document views;
- Changing magnification levels;
- The Quick Access Toolbar;
- The Word ribbon;
- Customising the ribbon;
- Splitting the window;
- Change document properties;
- Show & hide formatting symbols;
- Recording a simple macro;
- Assigning keyboard shortcuts;
- Managing macro security;
- Practice exercises.

1.7 Configure Documents To Print Or Save

- Introduction;
- Configure documents for printing;
- Print options;
- Word file types;
- Saving documents in alternative formats;
- Maintaining backward compatibility;
- Saving files to remote locations;
- Protecting documents with passwords;
- Removing password protection;
- Practice exercises.

1.8 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

1.9 Assignment 1 – Word Document Exercises

- Exercise 1;
- Exercise 2;
- Exercise 3;
- Exercise 4.

Lesson 2 – Format Text & Paragraphs

2.1 Introduction

- Lesson content.

2.2 Inserting Text & Paragraphs

- Introduction;
- Managing the clipboard;
- Pasting content in alternative formats;
- Appending text to documents;
- Finding & replacing text;
- Locating specific text;
- Locating specific objects;
- Locating special characters;
- Locate and replace text;
- Inserting symbols & special characters;
- Using AutoCorrect;
- Inserting properties & fields;
- Practice exercises.

2.3 Formatting Text & Paragraphs

- Introduction;
- Format text using Replace;
- Using the Format Painter;
- Creating WordArt;
- Paragraph indentation & spacing;
- Set indentation & spacing of selected paragraphs;
- Set paragraph spacing for the entire document;
- Set indent and spacing for all paragraphs of a specific style;
- Set default indent and spacing;
- Format content in columns;
- Applying styles to text;
- Clearing formatting & styles;
- Revealing formatting;
- Changing the default font;
- Practice exercises.

2.4 Order & Group Text & Paragraphs

- Introduction;
- Managing page breaks;
- Managing paragraph breaks;
- Creating document sections;
- Practice exercises.

2.5 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;

- Quiz Results.

2.6 Assignment 2 – Formatting Exercises

- Exercise 1;
- Exercise 2;
- Exercise 3;
- Exercise 4.

Lesson 3 – Creating Tables & Lists

3.1 Introduction

- Lesson content;
- Lesson synopsis.

3.2 Creating A Table

- Introduction;
- What is a table?
- Creating a basic table;
- Drawing a table;
- Converting between text & tables;
- Setting AutoFit options;
- Nesting multiple tables;
- Inserting pre-formatted tables;
- Practice exercises.

3.3 Modifying A Table

- Introduction;
- Formatting tables;
- Modifying table data;
- Sorting table data;
- Using formulas in tables;
- Supported functions;
- Inserting a formula;
- View & modify formulas
- Modifying table structure;
- Table Properties;
- Changing the table size;
- Changing width & height;
- Inserting cells, rows, & columns;
- Deleting cells, rows, & columns;
- Spanning rows & columns;
- Cell alignment & margins;
- Practice exercises.

3.4 Create & Modify Lists

- Introduction;
- List types;
- Creating bulleted lists;
- Creating numbered lists;
- Creating a multi-level list;
- Changing list level and order;
- Changing bullet symbol and number style;
- Define custom bullets;
- Define custom numbering formats;
- Define custom multi-level list pattern;
- Restart numbering in a numbered list;
- Continue numbering of a numbered list
- Practice exercises.

3.5 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

3.6 Assignment 3 – Table & List Exercises

- Exercise 1;
- Exercise 2;
- Exercise 3.

Lesson 4 – Apply References

4.1 Introduction

- Lesson content;
- What is a reference?

4.2 Create Endnotes & Footnotes

- Introduction;
- Footnotes & endnotes explained;
- Inserting a footnote;
- Inserting an endnote;
- Changing footnotes to endnotes;
- Changing the number format;
- Formatting reference marks or notes;
- Practice Exercises.

4.3 Make Citations

- Introduction;
- Citations & bibliographies;
- Creating a source;
- Creating & updating a source placeholder;
- Citing a source;
- Compiling a bibliography;
- Marking a legal citation;
- Compiling a table of authorities;
- Practice exercises.

4.4 Create Captions

- Introduction;
- Introducing captions;
- Caption numbering;
- Inserting captions;
- Referencing a captioned figure;
- Compiling a table of figures;
- Practice exercises.

4.5 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

4.6 Assignment 4 – Reference Exercises

- Exercise 1;
- Exercise 2;
- Exercise 3.

Lesson 5 – Insert & Format Objects

5.1 Introduction

- Lesson content;
- What are Word objects?

5.2 Insert & Format Building Blocks

- Introduction;
- Structural building blocks;
- Cover pages;
- Table of contents;
- Text boxes;
- Insert a predefined cover page;
- Insert a predefined text box;
- Insert a custom text box;
- Formatting a text box;
- Managing building blocks;
- Practice exercises.

5.3 Insert & Format Shapes & SmartArt

- Introduction;
- Introducing shapes;
- Drawing a standard shape;
- Modifying shapes;
- Grouping shapes;
- Shape layout options;
- Positioning a shape;
- The stack order;
- Controlling text flow;
- Position absolutely or relatively;
- Changing the stack order;
- Types of SmartArt graphics;
- Inserting SmartArt graphics;
- Modifying SmartArt graphics;
- Practice exercises.

5.4 Insert & Format Images

- Introduction;
- Introducing images
- Inserting an image from a file;
- Inserting an online image;
- Formatting images;
- Applying a style to an image;
- Applying artistic effects;
- Changing an image's size & shape;
- Practice exercises.

5.5 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;

- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

5.6 Assignment 5 – Course Project

- Project Specification;
- Submitting your coursework.

5.7 The MOS Examination

- Introduction;
- MOS certification explained;
- Certification pathways;
- Certification benefits.
- Exam preparation tips;
- Introducing GMetrix;
- Accessing GMetrix practice tests;
- Examination tips;
- Approved MOS Examination Centres.