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# Microsoft® Office Word Expert™ 2013

SDF Course Code / Ref No. :

### Course Description:

Microsoft® Word Expert teaches students how to use a variety of intermediate and advanced features to create and format business documents including online forms and personalized mailings. Students also learn to collaborate with other users, create outlines, use master documents and work with long documents.

Students who complete this course will have reviewed all the exam objectives to prepare for Microsoft Word 2013 Expert Exams #77-425 and #77-426.

### Prerequisite:

Working knowledge on computing and desktop application (Windows)

### Certificate Of Attendance :

Certificate Of Attendance will be awarded to participants completing the course achieving minimum 75% attendance.

### Training Methodology & Materials:

- Practical hands-on sessions, 75% lab-based and 25% theory-based.
- Authorised course materials from CCI Learning Solutions Inc.
- Well-designed lab sessions to enhance further understanding of the courseware.

### Training Duration:

Full-time: 3 weekdays / 3 Sats

Time : 9.30am – 5.30pm

Part-time : 6 sessions

Time : 6.30pm – 10.00pm (twice a week)

### Course Training Fee :

Course Fee : \$750 inclusive of 2x MOS Exam

Regn Fee : \$25

All fees subject to GST 7%.

Eligible for SDF Grant and Absentee Payroll.

Terms & Conditions apply.

## DETAILED COURSE OUTLINE

### 1. Reviewing Documents

- 1.1. Managing Documents
- 1.2. Setting Tracking Options
- 1.3. Tracking Changes or Comments
- 1.4. Reviewing a Document from Others
- 1.5. Comparing or Combining Documents
- 1.6. Deleting Draft Versions of Documents
- 1.7. Resolving Multi-document Style Conflicts
- 1.8. Protecting Documents
- 1.9. Using Passwords
- 1.10. Using the Document Inspector
- 1.11. Marking a Document as Final

### 2. Applying Advanced Formatting

- 2.1. Using Wildcards in Searches
- 2.2. Setting Advanced Formatting Features
- 2.3. Changing Character Spacing Options
- 2.4. Setting Advanced Layout Options
- 2.5. Using AutoFormat
- 2.6. Working with Section Links
- 2.7. Linking Text Boxes
- 2.8. Customizing Styles
- 2.9. Customizing Field Formats

### 4. Working with Forms

- 4.1. Creating Mailing Documents
- 4.2. Understanding the Main Document
- 4.3. Understanding Data Sources
- 4.4. How Do I Merge?
- 4.5. Using Existing Documents
- 4.6. Setting Rules for Merges
- 4.7. Creating Online Forms
- 4.8. Locking the Form

### 5. Working with Large Documents

- 5.1. Creating Outlines
- 5.2. Using Master Documents
- 5.3. Referencing Information
- 5.4. Creating a Table of Contents
- 5.5. Creating an Index
- 5.6. Inserting a Table of Figures
- 5.7. Using a Table of Authorities
- 5.8. Setting Advanced Reference Options

### 6. Setting Up Global Accessibility

- 6.1. Preparing Documents
- 6.2. Adjusting the Display
- 6.3. Setting the Language
- 6.4. Changing the View Mode
- 6.5. Using Voice or Speech Devices

**DETAILED COURSE OUTLINE**

<p><b>3. Customizing Document Elements</b></p> <ul style="list-style-type: none"><li>3.1. Working with Building Blocks</li><li>3.2. Using Quick Parts</li><li>3.3. Using the Building Blocks Organizer</li><li>3.4. Customizing Themes</li><li>3.5. Modifying the Colors</li><li>3.6. Modifying the Fonts</li><li>3.7. Customizing Style Sets</li><li>3.8. Working with Templates</li><li>3.9. Sharing Template Tools</li></ul>	<ul style="list-style-type: none"><li>6.6. Managing Fonts</li><li>6.7. Checking Documents for Accessibility</li><li>6.8. Using Alt-Text</li><li>6.9. Modifying Tab Order in Forms</li></ul>
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MOS Word Expert 2013



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