

## MS Word 2013

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**AccTech**  
Systems

**Address**  
PO Box 25334  
Monument Park  
0105  
South Africa

**Head Office & Training**  
1001 Clifton Avenue  
Lyttelton Manor  
Centurion  
South Africa

**Tel:** 0861-11-1680  
**Fax:** 0866-838-922  
**e-mail:** [sales@acctech.biz](mailto:sales@acctech.biz)  
**Web:** [www.acctech.biz](http://www.acctech.biz)



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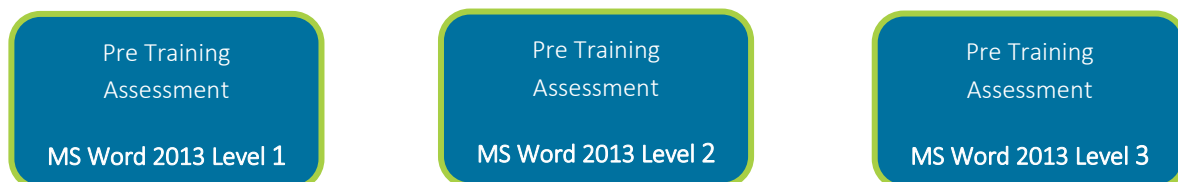
Accelerating quality skills towards an information savvy society

## A. Course Outlines



### 1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level you/they need to book for.



### 2. MS Word 2013 Level 1

#### Course description

Most of the organization maintain and manage large amount of documents. The contents in the document can be stored, enhanced and managed using the Word application and its associated tools. In this course, you will examine the basic concepts of creating a document, editing a document and enhancing a document and its contents by using the Microsoft Office Word 2013 application.

In the present job scenario, preparing documents for official purpose has become a day-to-day routine. It is also necessary to present the document in a structured manner without any grammatical and other typographical errors, so that the readers find it easy to read through the content. Using Word 2013 for preparing documents can give a better look and feel to your documents.

#### Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

*The course duration is an estimate and could vary according to levels of experience of the group.*

#### Course pre-requisites

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the



computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of our introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1
- Windows XP: Introduction

### Documentation

The following documentation is included with the course

- Microsoft Word 2013 Level 1 user guide
- Certificate of attendance

### After attending you will be able to:

- Identify and work with basic Word 2013 tools and features
- Edit text in a Word document
- Modify the appearance of text in a Word document
- Insert special characters and graphical objects
- Proof a Word document
- Control the appearance of pages in a Word document
- Print a Word document
- Manage lists
- Customize the formatting of a document using styles and themes
- Create customized graphic elements
- Use templates to automate document creation
- Add reference marks and notes

### Who should attend?

This course is designed for students who wish to learn the basic operations of the Microsoft Word to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage ligatures.

### Topics covered

#### Word Processing Principles

Introduction to Word processing

#### Starting with Word

- Starting the Microsoft Word Program
- Understanding the Screen
- Working with Toolbars
- Screen Terminology
- Typing Text
- Spelling and Grammar as you type
- Navigating
- The Zoom
- The Show/Hide tool



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- View Buttons

### **Working with File Commands**

- Saving a Document
- Closing a Document
- Opening an existing document
- Starting a new blank document
- Saving changes to a document
- Saving a document with a Different Name
- Saving in a different file format
- Deleting a document

### **Editing Tools**

- Editing your document
- Moving and Copying Text
- Using the Clipboard
- Find and replace text
- Check spelling
- Special characters
- Check text automatically while entering
- Toolbars

### **Formatting**

- Selecting Text for formatting
- Formatting text
- Format Painter
- Text alignment
- Line spacing
- Hyphenating a Document
- Page Breaks
- Setting Indents
- Working with tabs
- Bullets and Numbering
- AutoFormat as you type

### **Tables**

- Creating a Table
- Tables and Borders Toolbar
- Navigating in a Table
- Selecting in a table
- Inserting or Deleting rows or columns
- Changing column widths and row heights
- Formatting text in a table

### **Page Setup and Printing**

- Page Setup
- Margin Settings
- Paper Settings



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- Previewing a document
- Printing a document

### 3. MS Word 2013 Level 2

#### Course description

Most of the organization maintain and manage large amount of documents. The contents in the document can be stored, enhanced and managed using the Word application and its associated tools. In this course, you will examine the basic concepts of creating a document, editing a document and enhancing a document and its contents by using the Microsoft Office Word 2013 application.

In the present job scenario, preparing documents for official purpose has become a day-to-day routine. It is also necessary to present the document in a structured manner without any grammatical and other typographical errors, so that the readers find it easy to read through the content. Using Word 2013 for preparing documents can give a better look and feel to your documents.

#### Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

*The course duration is an estimate and could vary according to levels of experience of the group.*

#### Course pre-requisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Microsoft Office Word 2013: Level 1

#### Documentation

The following documentation is included with the course

- Microsoft Word 2013 Level 2 user guide
- Certificate of attendance

#### After attending you will be able to:

- Organize data in tables
- Customize tables and charts
- Modify pictures in a document
- Create customized graphic elements
- Control text flow
- Use the mail merge function

#### Who should attend?

This course is designed for students who wish to learn the basic operations of the Microsoft Word to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage ligatures.

#### Topics covered

##### Formatting Text

- Borders and Shading



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- Inserting Fields (date and time)
- Inserting Special characters and Symbols
- Working with Hyphenation
- Special Effects
- Character Spacing

#### **Formatting Paragraphs**

- Working with Tabs
- Applying Bullets or Numbers
- Customising Bulleted lists
- Customising Numbered Lists
- Removing Bullets and Numbering
- Applying Outlining
- Applying Styles
- Paragraph Spacing

#### **Formatting Pages**

- Page Setup
- Margin Settings
- Paper Settings
- Page Layout
- Page Breaks
- Working with Sections
- Inserting and Deleting section breaks
- Page Borders
- Page numbering
- Headers and Footers
- Footnotes and Endnotes

#### **Formatting Documents**

- Working with multiple documents
- Using Microsoft Word templates
- Creating Microsoft Word templates

#### **Mail Merge**

- What is a Mail Merge?
- Data source
- Using the Mail Merge Wizard in older versions
- Using the Mail Merge Wizard in later versions
- Other Data Source options

#### **Working with Tables**

- Creating a Table
- Tables and Borders Toolbar
- Navigating in a Table
- Changing Table Layout
- Formatting a Table
- Sorting in a Table



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- Calculating in Tables

#### Working in Columns

- Creating Columns
- Changing Column Layout
- Balancing columns

#### Working with Pictures

- Using Clipart
- Moving, Resizing and Deleting Graphics
- Using the Picture Toolbar
- Working with Shapes
- Adding Word Art

## 4. MS Word 2013 Level 3

### Course description

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. This is one of a series of courses that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

### Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

*The course duration is an estimate and could vary according to levels of experience of the group.*

### Course pre-requisites

Students should be able to create, edit, format, save, and print documents. They should also be able to use a Web browser and an email program. Basic knowledge of XML is also helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. MS Word 2013 Level 1 and MS Word 2013 Level 2 or equivalent knowledge is recommended.

### Documentation

The following documentation is included with the course

- Microsoft Word 2013 Level 3 user guide
- Certificate of attendance

### After attending you will be able to:

- Create, manage, revise, and distribute documents

### Who should attend?

This course is for persons who need to learn the more advanced features of Word 2013 to create, manage, revise, and distribute documents, forms, and Web pages. It will also benefit those pursuing Microsoft Office Specialist certification in Microsoft® Word 2013.

### Topics covered



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**Introduction**

- Using the Clipboard
- Using Paste Special
- Working with Links
- Editing Links

**Styles and Templates**

- Working with Styles
- Modifying Styles
- Creating a new Style
- Organising Styles
- Using Keyboard shortcuts for Styles
- Creating a new document using a Template
- Setting Template File locations
- Modifying a Template
- Creating a new Template

**Pages and Sections**

- Working with Sections
- Inserting and Deleting Section breaks
- Using Page Numbering
- Creating Headers and Footers

**Outline Numbering and Table of Contents**

- Applying Outlining
- Using Outline Heading Numbering with Heading Styles
- Creating a Table of Contents using Styles
- Changing Table of Contents Options
- Modify Styles in Table of Contents
- Creating a Table of Contents from Marked text
- Updating a Table of Contents

**Working with Fields**

- Working with Fields
- Viewing Field results and Field codes
- Updating fields
- Creating a Template using Fill-In fields

**Numbering and Referencing**

- Numbering Figures and Tables
- Creating a Table of Figures
- Working with Bookmarks
- Using Cross Referencing

**Automating Word**

- Inserting AutoText entries
- Creating and Modifying AutoText entries
- Using AutoCorrect
- Setting AutoCorrect Options
- Adding or modifying AutoCorrect entries



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- Recording Macros
- Playing back a macro
- Assigning keyboard shortcuts to macros
- Deleting a Macro

#### **Review and Track changes**

- Tracking changes
- Inserting a comment
- Change the Mark up Format for Tracking changes
- Reviewing Tracked changes
- Merging comments and changes from several reviewers

#### **Document Security**

- Protecting a document using a password



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## B. Contact Details

### 1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion  
1001 Clifton Avenue  
Lyttelton Manor  
Centurion

### 2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail [training@acctech.biz](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)



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