

Word 2013, Part 1: Managing Documents

page 1

Meet the expert: Our Creative Design courses are presented by experts from Wiley Publishing. Wiley is a global provider of knowledge and knowledge-enabled services that improve outcomes in areas of research, professional practice, and education. They are the publisher of award-winning journals, encyclopedias, books, and online products and services.

Prerequisites: This course assumes very little familiarity with Microsoft Word. This course is part of 6 courses; Word 2013: Managing Documents; Word 2013: Editing Text and Proofreading; Word 2013: Formatting Text; Word 2013: Formatting Pages; Word 2013: Mail Merge and Tables; and Word 2013: Graphics and Shortcuts. Please be sure to view the courses in order if you are new to the material.

Runtime: 01:05:36

Course description: In this 6 part learning series you'll see why Word is the most popular application in the Microsoft Office suite. Word 2013 is loaded with exciting new features to dress up your documents for any occasion. Now, you can learn the ins and outs of Word 2013 – from setting up a basic document to sharing them on the web – with Microsoft Word 2013 Essentials. Get the inside scoop on the latest features in Word 2013 and find your way around the interface. Format your documents, work with text, insert symbols, and adjust margins and spacing. Prepare your documents for printing, mailing, or posting online. Add some flair to your documents with images, graphics, tables, charts, and more.

Course outline:

Introduction to Word

- Introduction
- Open Word 2013 in Win 8
- The Word 2013 Window
- The Backstage View
- Saving & Printing Documents
- Summary

Typing, Commands, & Bookmarks

- Introduction
- Typing and Positioning
- Selecting Commands
- Using Bookmarks
- Summary

Managing Documents

- Introduction
- Managing Documents
- Saving a Document
- Alternate Formats
- Open Saved or Unsaved Documents
- Summary

Managing Documents Continued

- Introduction
- Save Options
- Switching Between Documents
- Closing Documents
- Sharing Documents
- Protecting Documents
- Undo Password & Restrictions
- Summary