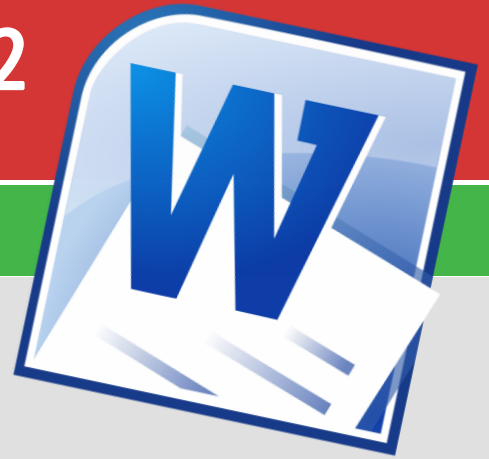


Word 2013 Level 2



Produce reports efficiently, professionally and stylishly

OVERVIEW

Streamline your work by improving your management of tab stops, indenting, tables, graphics, and styles to produce professionally presented documents.

Setting Word Options

- Word options
- File locations
- Save options

Navigating Pane

- Navigating documents
- Viewing, adding, editing and moving headings

Multiple Documents

- Viewing multiple documents
- Arranging all
- Viewing side by side
- Synchronised scrolling

Formatting Techniques

- Applying indents
- Inserting page breaks
- Hyphenation
- Understand returns

Lists

- Applying bullets
- Applying numbering
- Multilevel lists
- Promoting and demoting

Table Features

- Creating from text
- Formulas in a table
- Merging and splitting cells
- Repeat header rows

Styles

- Paragraph styles
- Character styles
- Custom styles

Themes

- Modifying colours and fonts
- Saving a custom theme
- Download a theme
- Applying to a template

Templates

- Using sample templates
- Creating and modifying
- Custom templates
- Attaching to a document

Section Breaks

- Next page break
- Continuous section break
- Odd & even section breaks

Headers and Footers

- Inserting blanks
- Switching between
- Page numbering and dates
- Formatting text

Mail Merging

- Mail merge wizard
- Recipient list
- Merge fields
- Preview and complete

Pictures

- Inserting and changing
- Picture styles and effects
- Picture layout

Drawing and Illustrating

- ClipArt and Shapes
- Screen shots
- All about SmartArt

DURATION

1 day

→ [Click Here for Scheduled Dates](#)

DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

PRE-REQUISITES

A basic understanding of Microsoft Word and the creation of simple documents

CORE COMPETENCIES

- ✓ Tables
- ✓ Styles
- ✓ Templates
- ✓ Mail Merge
- ✓ Graphics

BOOK NOW

→ [Click Here](#)

Or call **02 8824 4677**
for more information



Linked Training
the experts

Email: info@LinkedTraining.com.au

Web: www.LinkedTraining.com.au