

# Microsoft Office Specialist Word 2013

## Session 1

### Section A: Tour of the Interface

- Quick Access Toolbar
- Title Bar, Learn the Ribbon
- Show/Hide Paragraph
- Modify Font, Paragraph
- Modify Styles
- Status Bar, Views, Create Document
- Save Documents
- Navigation Pane, Search Text

### Section B: Navigation and Views

- Navigation Tools and Tabs
- Cut, Copy, Paste
- Change Document Views
- Outline View
- Save Down
- Compatibility Mode

### Section C: Create a New Document

- Create a New Document with a Template
- Insert a Hyperlink
- Insert a Quick Table
- Insert Live Feeds
- Open a PDF
- Insert Pictures
- Open Non-Native Files, Use Go To
- Import Excel Table
- Adjust Document

### Section D: Modify a Document

- Heading Styles, SmartArt
- Insert Watermarks
- Portrait vs. Landscape
- Insert Headers, Footers
- Insert Page Numbers

### Section E: Table of Contents

- Insert Table of Contents
- Split the Window
- Record Simple Macro
- Macro Security
- Show/Hide, Document Properties

### Section F: Print

- Configure to Print

- Print Scale
- Protect Documents with Password

## **Session 2**

### **Section A: Advanced Formatting Options**

- Use Format Painter
- Copy and Paste Text
- Find and Replace Text
- Insert Text, AutoCorrect
- Insert Building Blocks
- Insert Text Boxes
- Insert Line Spacing
- Clear Format
- WordArt
- Insert Paragraph Indentations
- Insert Tabs, Signature Line
- Insert Quick Parts
- Insert Section Breaks
- Create Multiple Columns with Sections
- Prevent Paragraph Orphans
- Add Titles to Sections

### **Section B: Create and Modify a Table**

- Create a Table
- Convert Tables to Text
- Define Table Dimensions
- Set AutoFit Options
- Modify a Table
- Apply Styles to Tables
- Sort Table Data
- Merge Cells in Table
- Create a Quick Table
- Apply a Formula

### **Section C: Lists**

- Create and Modify Lists
- Create a Numbered List
- Modify Numbers

## **Session 3**

### **Section A: Reference Tools**

- Footnotes
- Insert Endnotes
- Configure Endnote Formats
- Insert Citation, Placeholders
- Insert Bibliography

### **Section B: Captions**

- Add Captions, Change Format

- Exclude Labels from Captions

### **Section C: Shapes and Images**

- Insert and Format a Shape
- Position and Align Shapes
- Insert an Image
- Apply Artistic Effects
- Remove the Background
- Wrap Text around Images
- Add Quick Styles to Images

### **Section D: Résumés**

- Views, Table Tools
- Header, Footer, Indentation
- Insert, Add Styles to Text
- Format

### **Section E: Cover Pages and Thank You Letters**

- Cover Page
- Bulleted Text
- Date, Save, Compatibility Mode
- Share Files Online
- Thank You Letter
- Themes
- Print Options

### **Section F: Research Papers**

- Date, Time
- Insert Citations
- Chart Tools, Bibliography, Endnotes
- Export as a PDF