

Course Code: VTLOKWBX3

Duration: 2 Days (14 Hours)

SkillsConnect SDF Approved Course

 Eligible for: SkillsFuture Credit
 SDF Grant ■ PIC Scheme


Course Brief

In this 2-day course, learners will be provided with hands-on sessions so that they can create and modify documents with ease. Those who are new to Microsoft Word 2013 will be able to acquire basic skills to work on them. They will learn to navigate through new features of Microsoft Word in the quickest possible way. They will build a powerful set of tools to meet most of their word processing needs.

Learners will learn hands-on how to create and edit text document to a professional layout with formatted text, outlines, indentation, page headers, footers and numbering.

The course will also guide the user to work with tables, columns, graphics and research tools to improve on reports and letters.

Course Outline

EXPLORING AND STARTING WORD

- Starting Microsoft Word 2013
- Working with Different Views
- Introducing Backstage View
- Moving Around a Document
- Navigate & Search Heading in a Document
- Activate the Navigation Pane
- Browse By Headings/Thumbnail
- Browse the Results from Your Current Search
- Save a New Document/Existing Document
- Set Default Fonts
- Change the Page Margin/Paper Size
- Working with a Template
- Preview & Print a Document

EDITING AND PROOFREADING A DOCUMENT

- Insert or Delete Text
- Copy or Move Text
- Undo and Redo
- Insert Date and Time
- Find and Replace
- Replace Word Using the Thesaurus
- Getting Definitions and Synonyms
- Check Spelling and Grammar
- Prevent Changes to Final Version of a Document
- Translate a Word, Phrase or Document
- Allow English Text-To-Speech Playback

FORMATTING THE DOCUMENT

- Format Character Manually
- Apply Visual Effects to Text
- Format Paragraph Manually
- Insert a Text Wrapping Break
- Alignment of Paragraph on a Page
- Paragraph Line Spacing
- Add Shading and Border
- Indent Paragraph
- Format the First Letter of a Paragraph
- Bullet and Numbering
- Apply New Numbering Format
- Multilevel List

- Set Tab Stops
- Copy Format
- Styles

MANAGING A DOCUMENT AND PAGE LAYOUT

- Insert/Delete a Cover Page
- Add/Remove a Watermark
- Change a Document Background Colour
- Remove a Document Background Colour
- Insert a Page Break/Section Break
- Insert a Header or Footer
- Insert a Custom Header or Footer
- Setting Different First Page Header and Footer
- Setting Different Section Header and Footer
- Remove the Header or Footer
- Change the Page Number

COLUMNS AND TABLES

- Split Text into Columns
- Changing the Column Width
- Table Layout
- Ways to Create a Table
- Use Table Styles to Format an Entire Table
- Add Preset/Custom Table Borders
- Remove Table Borders from the Whole Table
- Table Gridlines
- Add/Delete a Cell, Row or Column
- Merge or Split Cells
- Repeat a Table Heading
- Adding Alternative Text to a Table
- Viewing the Alternative Text on a Table
- Control Where a Table Is Divided
- Perform Calculation in Table

WORKING WITH GRAPHICS, SYMBOLS AND EQUATION

- Insert/Resize/Rotate a Picture
- Insert an Online Picture
- Format a Picture/Wordart
- Position Graphic on the Page
- Insert Symbol and Equation

This Course Is For

Learners with zero to little knowledge of using Microsoft Word 2013.

Public Sector - Division 1, 2, 3 & 4
 Private Sector - Applicable to All

Course Fee

S\$320.00 before GST
 S\$342.40 after GST

Related Courses

- Microsoft Word 2013 Advanced
- Essential Grammar for Effective Writing
- Effective Business Writing

Four Ways to Register

- 1) By e-mail/Fax
 Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
 For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.