

## Microsoft Word 2013, Level 2

### Program Highlights:

Harness the power of Microsoft's powerful word processing program. Learn how to use mail merge and create newsletters. Also learn how to create promotional brochures and forms, and how to organize long documents with headers, footers indexes, and navigation panes. Word Basics or equivalent experience is recommended.

### Job Outlook:

Microsoft Certified Professionals can find employment as IT professionals, technology trainers, developers and system architects. Microsoft Office Specialists tap into the full features and functionality of Microsoft Office, resulting in increased job candidate marketability, improved academic performance, and enhanced confidence & productivity in the workplace.

### Certification:

Microsoft Office Specialist (MOS) certifications are the only globally recognized credentials that validate your technical expertise in Microsoft Office Suite.

MOS: Microsoft Word 2013 Exam #881

### Next Steps:

- Microsoft Word 2013 Level 3



### Benefits:

- Use templates to standardize everyday tasks.
- Format documents for a professional look.
- Use tables for calculations.



**Stay  
Ahead!**

# Course Outline

6 ½ Hours

	DESCRIPTION
<b>Lesson 1:</b> Using Mail Merge	<ul style="list-style-type: none"><li>• Introducing Mail Merge</li><li>• Working with the Data Source</li><li>• Working with Main Documents</li><li>• Conducting a Merge</li><li>• Working with Merge Problems</li><li>• Merging Envelops and Labels</li></ul>
<b>Lesson 2:</b> Creating A Newsletter	<ul style="list-style-type: none"><li>• Working with Section Breaks</li><li>• Using Word Art</li><li>• Inserting Media, Pictures, and Clip Art</li><li>• Working with Newsletter-Style Columns</li><li>• Using Building Blocks</li><li>• Using Themes and Style Sets</li><li>• Inserting Drop Caps</li><li>• Working with Views</li><li>• Using Zoom Controls</li><li>• Working with Templates</li></ul>
<b>Lesson 3:</b> Creating a Promotional Brochure and a Form	<ul style="list-style-type: none"><li>• Working with Shapes</li><li>• Working with SmartArt</li><li>• Formatting the Page Background</li><li>• Working with Forms</li></ul>
<b>Lesson 4:</b> Organizing Long Documents	<ul style="list-style-type: none"><li>• Creating a Table of Contents</li><li>• Working with Multiple Headers and Footers</li><li>• Creating an Index</li><li>• Formatting Text with Styles</li><li>• Navigating with the Navigation Pane</li></ul>