

## Microsoft Word 2013, Level 3

### Program Highlights:

Microsoft Word 2013: Level 3 provides thorough advanced training of Word 2013. This class provides more complex skills than those presented in our Level 1 and Level 2 classes. This is an advanced course and topics include collaborating, sharing and securing content, personalizing, and integrating with other programs, such as Excel, PowerPoint, and the web.



### 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.

### Benefits:

- Learn how to save and send files.
- Safely secure important documents and information.
- Customize and personalize Word Options

### Certification:

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

### Next Steps:

- Microsoft Excel 2013 Level 1



**Stay  
Ahead!**

# Course Outline

6 ½ Hours

	DESCRIPTION
<b>Lesson 1:</b> Collaborating in Word	<ul style="list-style-type: none"><li>• Using the Highlighter</li><li>• Tracking Changes to Documents</li><li>• Reviewing Tracked Changes</li><li>• Saving and Sending Files</li><li>• Reviewing Changes from Multiple Reviewers</li><li>• Using AutoSave and AutoRecover</li></ul>
<b>Lesson 2:</b> Sharing and Securing Content in Backstage View	<ul style="list-style-type: none"><li>• Preparing Documents for Sharing</li><li>• Controlling Document Access</li></ul>
<b>Lesson 3:</b> Personalizing Word	<ul style="list-style-type: none"><li>• Customizing Word Options</li><li>• Using Document Properties</li><li>• Automating Word Tasks Using Macros</li><li>• Using the VBA Editor to Edit Macros</li></ul>
<b>Lesson 4:</b> Integrating Word with Excel, PowerPoint, and the Web	<ul style="list-style-type: none"><li>• Embedding and Linking Excel Objects</li><li>• Using Excel as a Mail Merge Data Source</li><li>• Integrating Word with PowerPoint</li><li>• Creating Web Pages from Word Documents</li></ul>