



# Microsoft Word 2013 (Introduction)

## Seminar objective

In this seminar you will learn the basic techniques of electronic word processing with MS Word 2013.

## Seminar content

- Screen lay out
- Save, correct, manage and print texts
- Text design; headers and footers, page numbering;
- Assistants: spelling checker, thesaurus
- Views: Settings, search, replace
- Document administration
- Data exchange between different programs
- Styles/simple styles
- Auto functions
- Simple mail merge
- Integrating graphics / images
- Areas of responsibility
- Clipboard formatting/format templates
- Search function
- multiple markings
- smart tags

## Target audience

This seminar is aimed at PC users who have not yet had any experience in electronic word processing with MS Word.

### Course ref.

IT7780-13

### Participants

not more than 9 participants

### Schedule

1. Day: 09:00 - 17:00

2. Day: 09:00 - 17:00

### Location & dates

by agreement

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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