

Microsoft Word 2013 Training Classes in Houston

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  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
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Contact us at 713-777-7664 for pricing.

- Hands-on, instructor-led training classes
- Step-by-step training manual with exercise link
- Certificate of completion

- Onsite Training available
- Class can be customized to suit your needs
- Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
Word 2013 - Training Classes in Houston, Texas

Microsoft Word 2013: Level 1

Training Course Content

Lesson 1: Getting Started with Word

Topic A: Identify the Components of the Word Interface

Topic B: Create a Word Document

Topic C: Help

Lesson 2: Editing a Document

Topic A: Navigate and Select Text

Topic B: Modify Text

Topic C: Find and Replace Text

Lesson 3: Formatting Text and Paragraphs

Topic A: Apply Character Formatting

Topic B: Align Text Using Tabs

Topic C:Â Display Text as List Items

Topic D:Â Control Paragraph Layout

Topic E:Â Apply Borders and Shading

Topic F:Â Apply Styles

Topic G:Â Manage Formatting

Lesson 4:Â Adding Tables

Topic A:Â Insert a Table

Topic B:Â Modify a Table

Topic C:Â Format a Table

Topic D:Â Convert Text to a Table

Lesson 5:Â Managing Lists

Topic A:Â Sort a List

Topic B:Â Renumber a List

Topic C:Â Customize a List

Lesson 6:Â Inserting Graphic Objects

Topic A:Â Insert Symbols and Special Characters

Topic B:Â Add Images to a Document

Lesson 7:Â Controlling Page Appearance

Topic A:Â Apply a Page Border and Color

Topic B:Â Add a Watermark

Topic C:Â Add Headers and Footers

Topic D:Â Control Page Layout

Lesson 8:Â Proofing a Document

Topic A:Â Check Spelling and Grammar

Topic B:Â Other Proofing Tools

Topic C:Â Check Accessibility

Lesson 9:Â Customizing the Word Environment

Topic A:Â Customize the Word Interface

Topic B:Â Additional Save Options

Microsoft Word 2013: Level 2

Training Course Content

Lesson 1:Â Working with Tables and Charts

Topic A:Â Sort Table Data

Topic B:Â Control Cell Layout

Topic C:Â Perform Calculations in a Table

Topic D:Â Create a Chart

Lesson 2:Â Customizing Formats Using Styles and Themes

Topic A:Â Create and Modify Text Styles

Topic B:Â Create Custom List or Table Styles

Topic C:Â Apply Document Themes

Lesson 3:Â Using Images in a Document

Topic A:Â Resize an Image

Topic B:Â Adjust Image Appearance

Topic C:Â Integrate Pictures and Text

Topic D:Â Insert and Format Screenshots

Topic E:Â Insert Video

Lesson 4:Â Creating Custom Graphic Elements

Topic A:Â Create Text Boxes and Pull Quotes

Topic B:Â Draw Shapes

Topic C:Â Add WordArt and Other Text Effects

Topic D:Â Create Complex Illustrations with SmartArt

Lesson 5:Â Inserting Content Using Quick Parts

Topic A:Â Insert Building Blocks

Topic B:Â Create and Modify Building Blocks

Topic C:Â Insert Fields Using Quick Parts

Lesson 6:Â Controlling Text Flow

Topic A:Â Control Paragraph Flow

Topic B:Â Insert Section Breaks

Topic C:Â Insert Columns

Topic D:Â Link Text Boxes to Control Text Flow

Lesson 7:Â Using Templates

Topic A:Â Create a Document Using a Template

Topic B:Â Create a Template

Lesson 8:Â Using Mail Merge

Topic A:Â The Mail Merge Features

Topic B:Â Merge Envelopes and Labels

Topic C:Â Create a Data Source Using Word

Lesson 9:Â Using Macros

Topic A:Â Automate Tasks Using Macros

Topic B:Â Create a Macro

Microsoft Word 2013: Level 3

Training Course Content

Lesson 1: Collaborating on Documents

Topic A: Modify User Information

Topic B: Share a Document

Topic C: Compare Document Changes

Topic D: Review a Document

Topic E: Merge Document Changes

Topic F: Review Tracked Changes

Topic G: Coauthor Documents

Lesson 2: Adding Reference Marks and Notes

Topic A: Add Captions

Topic B: Add Cross-References

Topic C: Add Bookmarks

Topic D: Add Hyperlinks

Topic E: Insert Footnotes and Endnotes

Topic F: Add Citations and a Bibliography

Lesson 3: Simplifying and Managing Long Documents

Topic A: Insert Blank and Cover Pages

Topic B: Insert an Index

Topic C: Insert a Table of Contents

Topic D: Insert an Ancillary Table

Topic E: Manage Outlines

Topic F: Create a Master Document

Lesson 4: Securing a Document

Topic A:Â Suppress Information

Topic B:Â Set Formatting and Editing Restrictions

Topic C:Â Add a Digital Signature to a Document

Topic D:Â Restrict Document Access

Lesson 5:Â Forms

Topic A:Â Create Forms

Topic B:Â Manipulate Forms

Appendix A:Â Working with Legacy Form Fields

Appendix B:Â Managing Document Versions

Appendix C:Â Microsoft Office Word 2013 Exam 77-418

Appendix D:Â Microsoft Office Word 2013 Expert Exam 77-419

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Appendix E:Â Microsoft Word 2013 Common Keyboard Shortcuts

[See Current Schedule](#)

[Register for Class](#)

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[Microsoft Word 2013 Training in Houston](#)Â

[Microsoft Word 2010 Training in Houston](#)

[Microsoft Word 2007 Training in Houston](#)Â

[Microsoft Word 2003 Training in Houston](#)

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