

# Word 2013 Training Course

30 Bird Media

**Word 2013 eLearning Kit For Dummies** Lois Lowe,2014-04-03 A step-by-step learning package to get you up and running with Word 2013! If you're eager to get started using the new Microsoft Word 2013, this self-paced eLearning Kit is an ideal starting point! Featuring a full-color printed book and an online interactive eLearning course, this multimedia kit takes you through the basics of the Word interface and explains how to navigate it, how to get comfortable with the terminology, and how to use its many features. Follow the material sequentially or jump in and out as you wish - it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners master Word 2013, the most popular word processing application Teaches you how to create and format a Word document, while guiding you through the entire process so that you get a solid understanding of the importance and potential of every step Includes an easy-to-follow, full-color book and an online interactive Dummies eLearning Course that corresponds with the book available via access code Allows you to follow material sequentially or choose separate sections at your own time and pace Packed with screenshots, examples, pictures, and step-by-step instructions, Word 2013 eLearning Kit For Dummies helps you get the most of what Word 2013 has to offer!

**Microsoft Word 2013** Joan Lambert,Joyce Cox,2013 Explains, step-by-step, how to create documents with the program Microsoft Office Word 2013, covering such topics as styles and themes, text effects and graphics, SmartArt diagrams and charts, references, footnotes, tables of contents, indexes, blog posts, and Web pages, and includes access to an online edition of the book with downloadable practice files.

**Learning Microsoft Office 2013** Emergent Learning,Suzanne Weixel,Faithe Wempen,Catherine Skintik,2013-06-25 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Learning Microsoft Office 2013 features a student-friendly, step-by-step format with clear, full-screen shots to engage readers and help them work independently. This book is appropriate for Introductory Computing courses on Microsoft Office Applications or courses on Computer Concepts that include coverage of Office 2013.This book is also suitable for individuals interested in learning to use Microsoft Office 2013 effectively in their home life and career.

**Microsoft Word 2013 Master Class** Michelle Halsey,2017-03-01 Learn how to use the Microsoft Word(R) 2013 and get into the standard features of the program. Microsoft Word(R) 2013 now has the ability to edit PDF files without the need to convert. With Word(R) 2013 you are also provided a new landing screen, which makes launching, and creating documents easier than ever. A new set of templates and design tools are included with Word(R) 2013. Users are also given an improved interface with an array of powerful tools to help you share your documents through Skydrive! The Word(R) 2013 Master Class is an omnibus collection of the Essentials, Advanced, and Expert Guides.

**Illustrated Course Guide: Microsoft Word 2013 Intermediate** Jennifer Duffy,2013-12-31 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Skills for Success with Word 2013 Comprehensive** Kris Townsend,Christie Hovey,2013 For use in the Office Applications course or for readers that need to get started with Microsoft Word 2013. Skills for Success is the Microsoft Office 2013 textbook that recognizes how students learn today With Skills for Success , Microsoft Office 2013 is at your fingertips The Skills for Success series shows students how to get the most out of Office 2013 no matter what device they are using --a traditional desktop or tablet. Teaching and Learning Experience This program will provide a better teaching and learning experience--for you and your students. Here's how: Personalized Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Designed for a New Generation of Learners: The Skills for Success series is specifically designed to enhance usability and fit the work style of today's students. Support for Students and Instructors: Supplements enhance the learning process for students, while instructor resources are designed to make your life easier. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. If you would like to purchase both the physical text and MyITLab, contact your Pearson representative. MyITLab is not a self-paced technology and should only be purchased when required by an instructor.

**Microsoft Word 2013 Expert** Michelle Halsey,2017-03 Learn how to use the advanced features of Microsoft Word® 2013 and learn in-depth features of Microsoft Word® 2013. Microsoft Word® 2013 now has the ability to edit PDF files without the need to convert. With Word 2013 you are also provided a new landing screen, which makes launching, and creating documents easier than ever. A new set of templates and design tools are included with Word 2013. Users are also given an improved interface with an array of powerful tools to help you share your documents through Skydrive! Learn how to:Topics Covered Include:\* Customize Word\* Create reusable content\* Develop and use templates\* Use sections\* Use cross References\* Create mail merges\* Use master documents and subdocuments\* Record and use macros\* Develop forms

**Word 2013 Level 2 R1. 1** 30 Bird Media,2016-02-10 Welcome to Word 2013 Level 2. This course will provide the concepts and skills to use some more advanced features of Microsoft Word 2013, including enhanced formatting, references, editing, and sharing, and saving to various formats. This course, and the two others in this series, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2013. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <http://www.30bird.com>.Students will benefit most from this course if they want to accomplish advanced workplace tasks in Word 2013, or if they want to have a solid foundation for continuing on to become a Word Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Word, this course provides an important part of their preparation, but they should also complete the other courses in the series to be fully prepared for either exam.The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows and the basics of Microsoft Word.

**Office 2013 eLearning Kit For Dummies** Faithe Wempen,2014-01-30 Unlock your new Office with this one-of-a-kind learning package! Whether you're meeting Office 2013 for the first time or upgrading your knowledge from an earlier version, this value-packed eLearning kit makes it easy to learn 2013 at your own pace. This complete learning package includes a full-color printed book and an access code for one year of online self-paced training. You'll learn the basics of the Office interface, how to navigate it, and how to use the features common to all Office programs. Then you'll get detailed instructions for working with Word, Excel, PowerPoint, and Outlook. Follow the material sequentially or jump in and out as you wish - it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners get going with Office 2013 and its new features Walk you through creating and formatting a Word document, setting up and working with an Excel spreadsheet, managing e-mail and calendars with Outlook, building a powerful PowerPoint presentation with graphics and sound, and more Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with book and is unlocked via online access code Allows you to follow the material sequentially or choose separate sections at your own time and pace Office 2013 eLearning Kit For Dummies is the key to unlocking all Office 2013 has to offer.

**Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

**Microsoft Word 2013 Advanced** Michelle Halsey,2017-03 Learn how to use the advanced features of Microsoft Word(R) 2013 and get into the more in-depth features of the program. Microsoft Word(R) 2013 now has the ability to edit PDF files without the need to convert. With Microsoft

Word(R) 2013 you are also provided a new landing screen which makes launching and creating documents easier than ever. A new set of templates and design tools are included with Microsoft Word(R) 2013. Users are also given an improved interface with an array of powerful tools to help you share your documents through Skydrive! Topics Covered Include: - Understand and use views and Word window tasks - Perform advanced editing and formatting tasks - Insert and format illustrations and pictures - Use SmartArt - Use tables and special objects such as cover pages and text boxes - Use different types of document references, such as an index or table of contents - Use translation, language and other review tasks - Use comments and tracking

**Word 2013 Level 2** 30 Bird Media,2015-10-27 Welcome to Word 2013 Level 2. This course will provide the concepts and skills to use some more advanced features of Microsoft Word 2013, including enhanced formatting, references, editing, and sharing, and saving to various formats. This course, and the two others in this series, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2013. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <http://www.30bird.com>. Students will benefit most from this course if they want to accomplish advanced workplace tasks in Word 2013, or if they want to have a solid foundation for continuing on to become a Word Expert. If they intend to take a Microsoft Office Specialist or Expert exam for Word, this course provides an important part of their preparation, but they should also complete the other courses in the series to be fully prepared for either exam. The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows and the basics of Microsoft Word.

**The O'Leary Series: Microsoft Office Word 2013, Introductory** Linda I. O'Leary, Timothy J O'Leary, Professor, 2013-06-27 Timothy and Linda O'Leary Microsoft Office 2013: A Case Approach Making Office Relevant Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2013: A Case Approach offers a running case study throughout the text to help students understand the material in a consistent, relevant environment. Through the theme "Making Office Relevant," this text helps students understand why they need this course and skills. Updated for Office 2013, student success is assured through clear step-by-step instruction, plentiful screen captures, and conceptual explanations. Each lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. The labs opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with skills that cross all Office applications, which is especially important in mastering this version of Office. The O'Leary Series correlates with SIMnet Online, McGraw-Hill's online training and assessment program for Microsoft Office skills and basic computer concepts. Projects, however, are 1:1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles. Additional textbook resources can be found on the text's Online Learning Center: [www.mhhe.com/olearyoffice2013](http://www.mhhe.com/olearyoffice2013). For more information on O'Leary; Microsoft Office 2013: A Case Approach and SIMnet Online for Office 2013, please visit [www.simnetkeepitsimple.com](http://www.simnetkeepitsimple.com) or contact your McGraw-Hill representative.

**Exam 77-418 Microsoft Word 2013** Microsoft Official Academic Course, 2013-10-07 This Microsoft Word 2013, Exam 77-418 is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Word 2013 text is mapped to the Word 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and edit professional-looking documents for a variety of purposes and situations. It also covers such skills as browsing, sorting and finding information, accessing and sharing documents from anywhere, enhancing visual impact with picture editing tools, text effects, SmartArt Graphics, and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students task-based assignments. Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Word 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as clerical, office professionals, consultants, executives/managers, help desk personnel, instructors/trainers, marketing personnel, product developers, sales, and writers.

**Word 2013 Level 3** 30 Bird Media, 2016-02-14 Word 2013 Level 3 is an instructor-led course manual that covers advanced skills for Microsoft Word 2013 power users: advanced formatting features, document management, references, data fields and sources, macros, and forms. This course, and the two that precede it, maps to the Microsoft Office Specialist and Expert exams for Word 2013. Objective coverage is marked throughout the course, and you can download an objective map for the series from <http://www.30bird.com>. Students will benefit most from this course if they want to build on fundamental Word skills to become a power user, or if they want to have a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics. If they intend to take the MOS Expert 77-425 and 77-426 exams for Word, this course will teach them the necessary skills, but they will need to complete the first two courses in this series to successfully complete the Microsoft Office Specialist 77-418 exam. This course assumes that students have completed Word 2013 Level 2 or have equivalent knowledge in the core skills of using Microsoft Word 2013.

**The O'Leary Series: Microsoft Office Word 2013** Linda O'Leary, Timothy O'Leary, 2013-08-06 Timothy and Linda O'Leary Microsoft Office 2013: A Case Approach Making Office Relevant Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2013: A Case Approach offers a running case study throughout the text to help students understand the material in a consistent, relevant environment. Through the theme "Making Office Relevant," this text helps students understand why they need this course and skills. Updated for Office 2013, student success is assured through clear step-by-step instruction, plentiful screen captures, and conceptual explanations. Each lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. The labs opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with skills that cross all Office applications, which is especially important in mastering this version of Office. The O'Leary Series correlates with SIMnet Online, McGraw-Hill's online training and assessment program for Microsoft Office skills and basic computer concepts. Projects, however, are 1:1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles. Additional textbook resources can be found on the text's Online Learning Center: [www.mhhe.com/olearyoffice2013](http://www.mhhe.com/olearyoffice2013). For more information on O'Leary; Microsoft Office 2013: A Case Approach and SIMnet Online for Office 2013, please visit [www.simnetkeepitsimple.com](http://www.simnetkeepitsimple.com) or contact your McGraw-Hill representative.

**Word 2013 For Dummies eLearning Course Access Code Card (12 Month Subscription)** Faithe Wempen, 2015-05-18 Master Word 2013 in a flash! Microsoft Word 2013 isn't just another update. It's an entirely new work environment, with new tools and a cleaner, more streamlined look. Knowing the ins and outs of all the new features can enhance your workflow and make you more productive. Get up to speed on everything that Word 2013 can do to make your work easier! The Word 2013 For Dummies eLearning Course Access Code Card gives you instant access to the Word 2013 For Dummies eLearning Online Course for 12 months. Simply follow the instructions on the card and you are on your way to Word 2013 success! The online course covers the ins and outs of Word 2013 with step-by-step self-paced lessons newbies and newly-upgraded users alike. Build your skills and become more proficient by using the program to its fullest potential. Gain hands-on experience with the tasks in each lesson. Get immediate feedback on tasks completed. Easily navigate between topics and repeat difficult concepts. Track your progress and go at your own pace. The Word 2013 For Dummies eLearning Course Access Code Card is the key that unlocks your productivity. Stop poking around and get expert guidance today!

**Word 2013 Level 3** 30 Bird Media, 2015-10-27 Word 2013 Level 3 is an instructor-led course manual that covers advanced skills for Microsoft Word 2013 power users: advanced formatting features, document management, references, data fields and sources, macros, and forms. This course, and the two that precede it, maps to the Microsoft Office Specialist and Expert exams for Word 2013. Objective coverage is marked throughout the course, and you can download an objective map for the series from <http://www.30bird.com>. Students will benefit most from this course if they want to build on

fundamental Word skills to become a power user, or if they want to have a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics. If they intend to take a MOS Expert 77-887 exam for Word, this course will teach them the necessary skills, but they will need to complete the first two courses in this series to successfully complete the Microsoft Office Specialist 77-881 exam. This course assumes that students have completed Word 2013 Level 2 or have equivalent knowledge in the core skills of using Microsoft Word 2013.

Microsoft Word 2013 Essentials Michelle Halsey, 2017-03-01 Learn how to use the basic features of Microsoft Word(R) 2013 and get into the standard features of the program. Microsoft Word(R) 2013 now has the ability to edit PDF files without the need to convert. With Microsoft Word(R) 2013 you are also provided a new landing screen which makes launching and creating documents easier than ever. A new set of templates and design tools are included with Word(R) 2013. Users are also given an improved interface with an array of powerful tools to help you share your documents through Skydrive! Topics Covered Include: - Open and Close Word and Word files - Understand the interface, including the ribbon, the status bar, and the Backstage view - Create and save documents - Insert and work with text, symbols and numbers - Perform basic editing tasks - Format fonts, including face, size, color, enhancements, and case - Format paragraphs, including spacing, alignment, indents, tabs, bullets and numbering - Use more advanced formatting, including the font and paragraph dialog boxes - Use Styles and Themes - Format the page - Preview, print, share, or email document

**Word 2013 Level 1** 30 Bird Media, 2015-10-27 Word 2013 Level 1 Provides the basic concepts and skills to start being productive with Microsoft Word 2013: how to create, format, and set up a document, and how to add graphics and tables. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2013. Objective coverage is marked throughout the course, and you can download an objectives map for the series from <http://www.30bird.com>. Students will benefit most from this course if they want to accomplish basic workplace tasks in Word 2013, or if they want to have a solid foundation for continuing on to become Word Expert. If students intend to take a Microsoft Office Specialist or Expert exam for Word, this course is a good place to start preparation, but they will need to complete the other courses in the series to be fully prepared for either exam. The course assumes that students know how to use a computer, and that they are familiar with Microsoft Windows. It does not assume that they've used a different version of Word or another word processing program.

Decoding **Word 2013 Training Course**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Word 2013 Training Course**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

**Table of Contents Word 2013 Training Course**

- 1. Understanding the eBook Word 2013 Training Course
  - The Rise of Digital Reading Word 2013 Training Course
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Word 2013 Training Course
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Word 2013 Training Course
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Word 2013 Training Course
  - Personalized Recommendations
  - Word 2013 Training Course User Reviews and Ratings
  - Word 2013 Training Course and Bestseller Lists
- 5. Accessing Word 2013 Training Course Free and Paid eBooks
  - Word 2013 Training Course Public Domain eBooks
  - Word 2013 Training Course eBook Subscription Services
  - Word 2013 Training Course Budget-Friendly Options
- 6. Navigating Word 2013 Training Course eBook Formats
  - ePub, PDF, MOBI, and More
  - Word 2013 Training Course Compatibility with Devices
  - Word 2013 Training Course Enhanced eBook Features
- 7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Word 2013 Training Course
- Highlighting and Note-Taking Word 2013 Training Course
- Interactive Elements Word 2013 Training Course
- 8. Staying Engaged with Word 2013 Training Course
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Word 2013 Training Course
- 9. Balancing eBooks and Physical Books Word 2013 Training Course
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Word 2013 Training Course
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Word 2013 Training Course
  - Setting Reading Goals Word 2013 Training Course
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Word 2013 Training Course
  - Fact-Checking eBook Content of Word 2013 Training Course
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

**Word 2013 Training Course Introduction**

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