



Microsoft®

Word 2013 Intermediate

Improve your Word 2013 documents: Build tables; format graphics; wrap text; create consistency with styles and themes; manage sections; and more.

Tables

1.1 Create Tables

- Insert a Table
- Add a Row or Column
- Add Rows to the Bottom
- Delete a Row or Column

1.2 Convert Tables

- Convert Text to Tables
- Convert Table to Text

1.3 Resize Rows and Columns

- Manually Resize
- Automatically Resize

1.4 Table Styles and Alignment

- Apply a Table Style
- Adjust Style Options
- Text Alignment

1.5 Borders and Shading

- Add a Border
- Add Cell Shading
- Add Cell Margins and Spacing

1.6 Position a Table

- Align
- Move
- Adjust Text Wrapping
- Resize

1.7 Merge and Split Cells

- Merge Cells
- Split Cells
- Split Tables

1.8 Sort a Table

1.9 Row Headers and Page Breaks

- Repeat Row Headers
- Adjust Page Break Options

2.1 Pictures

- Insert a Picture
- Insert an Online Picture
- Crop a Picture
- Use Picture Styles
- Use Picture Effects

2.2 Screenshots and Remove Background

- Insert a Screenshot
- Remove a Background

2.3 Text Boxes

- Insert a Text Box
- Create a Text Box
- Link Text Boxes

2.4 Shapes

- Insert a Shape
- Draw a Shape
- Shape Styles
- New Shape Styles
- Add Text

2.5 Add Descriptive Text

- Add Alt Text

2.6 WordArt

- Insert WordArt
- Format WordArt

2.7 Charts

- Insert a Chart
- Add Chart Data
- Change the Layout
- Modify Chart Elements

2.8 SmartArt

- Insert SmartArt Diagrams
- Add Text
- Format SmartArt

2.9 Modify Objects

- Resize an Object
- Move an Object
- Rotate an Object
- Delete an Object

Styles, Themes, and Templates

Long Documents

2.10 Position and Text Wrap

Position an Object
Align an Object to Text
Wrap Text Around an Object

2.11 Layer Objects

Use the Layer Object Buttons
Use the Selection Pane

2.12 Flip and Rotate Objects

2.13 Distribute and Align

Distribute Objects
Align an Object

2.14 Group Objects

Group
Ungroup

3.1 Apply and Modify Styles

Apply a Style
Change Style Sets
Create a Style
Modify a Style

3.2 Themes

Apply a Theme
Customize a Theme

3.3 Templates

Use a Document Template
Create a Document Template
Use or Edit a Custom Template

3.4 Custom Themes and Style Sets

Create Custom Color Sets
Create Custom Font Sets
Create Custom Themes
Create Custom Style Sets

4.1 Outlines

Outline View
Demote or Promote Items
Modify the View

4.2 Navigate Long Documents

4.3 Bookmarks

Add a Bookmark

Find a Bookmark

4.4 Pagination and Hyphenation Options

Control Widows and Orphans

Keep Paragraphs Together

Control Hyphenation

4.5 Sections

Insert a Section Break

Customize a Section Layout

4.6 Cross References

4.7 Hyperlinks

4.8 Table and Figure Captions

Add a Figure Caption

Add a Table Caption

Add a Table of Figures

4.9 Footnotes and Endnotes

Create Footnotes and Endnotes

Convert Footnotes and Endnotes

4.10 Citations

Create a Citation

Add a Bibliography

4.11 Table of Contents

Preview the Table of Contents

Insert a Table of Contents

Customize a Table of Contents

Update a Table of Contents

4.12 Index

Insert an Index

Update an Index