



## Office 2013 Interface

- Start Screen
- Word Window
- Quick Access Toolbar
- Customize the Ribbon

## File Management

- Saving files
- Create a folder
- Aero Peek Preview
- Recent Documents on Jump List
- Change defaults

## Section 1 - Working w/Columns & Tabs

- Columns
- Change views
- Center a title
- Format and type in columns
- Column and section breaks
- Balanced columns
- Justification
- Drop Caps
- Lines between columns
- Set, move and clear tabs
- Tabs dialog box
- Adding borders
- Dot leader tabs

## Section 2 - Tables

- Table design
- Inserting tables
- Moving and sizing tables
- Inserting rows and columns
- Table borders
- View table gridlines
- Using the table grid
- Drawing tables
- Distributing rows and columns
- Merge cells
- Quick Tables
- Convert text to table, table to text
- Table Styles
- Themes

## Section 3 - Calculations & Charting

- Calculations in tables with Excel
- Calculations with Quick Access  
Toolbar and table formulas
- Formula dialog box
- Updating fields
- Pasting functions
- Charts in Word
- Editing and formatting charts
- Moving and sizing charts
- SmartArt graphics

## Section 4 - Pictures & Online Pictures

- Inserting Pictures
- Sizing and moving pictures
- Duplicating and deleting pictures
- Borders and shading
- Picture shape and layout
- Insert Screenshot
- Insert WordArt
- Edit and delete WordArt

## Section 5 - QuickParts & AutoCorrect

- Create a Quick Parts entry
- Insert a QuickParts entry
- AutoCorrect settings
- Disable AutoCorrect
- Exceptions and Deleting Exceptions

## Section 6 - Merge & Mailings

- Mail Merge Wizard
- Data sources
- Adding and deleting fields
- Saving data files
- Creating a main document
- Inserting dates and merge fields
- Merging files
- Create envelopes and mail labels  
using mail merge
- Print a sheet of labels