Word 2013

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First Edition

LearnKey provides self-paced training courses and online learning solutions to education, government, business, and individuals world-wide. With dynamic video-based courseware and effective learning management systems, LearnKey provides expert instruction for popular computer software, technical certifications, and application development. LearnKey delivers content on the Web, by enterprise network, and on interactive CD-ROM. For a complete list of courses visit:

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Table of Contents

Introduction

Session 1

Session 2

Session 3

Master Project

Using this Workbook

Before starting any of the projects in this manual, please visit http://www.learnkey.com/admin/files/word2013.zip and http://www.learnkey.com/admin/files/word2013_project.zip and download the Word 2013 Project Files that accompany this manual (you may need to scroll to the bottom of the page for the link).

The exercises in this manual serve as a companion to LearnKey's training and are organized by session to match the presented concepts. Within each session, exercises are arranged from easiest to most challenging. In the Introduction section of each session, you will find outlines of the training and sample lesson plans which will give you an overview of the training content and help you to structure your lessons. The following sections are included for each session of training:

Skills Assessment: The skills assessment will help you and your students to gauge their understanding of course topics prior to beginning any coursework. Each skill listed is tied directly to an exam objective. Understanding where your students feel less confident will aid you in planning and getting the most from the training.

Objective Mapping and Shoot File Links: The objective mapping provides a quick reference as to where in the training a specific certification exam objective is covered. The Files column lists the name of the Course Support files (Excel spreadsheets, Photoshop files, etc.) that are used and demonstrated during the training. The files will typically have a starting file containing all data necessary to begin the demonstrated skill, as well as a completed file which shows the final result.

Keyboard Shortcuts & Tips: The keyboard shortcuts and tips provide a reference of product-specific keyboard shortcuts and helpful hints to make working more efficient.

Short Answer and Matching: The short answer questions facilitate a recall of the basic training concepts to further aid in retention of the course topics and information in preparation for the training's Pre-Assessments, Post Tests, and MasterExam. The matching exercise provides additional learning reinforcement of terms and concepts found throughout the training in the courses' glossary.

Projects: The projects in this manual are organized by session to match the concepts presented in the LearnKey training. Each project is assigned a difficulty level of either beginner, intermediate, or advanced. Some projects will be noted as "beginner-intermediate" or other range. Within each session, projects are arranged from easiest to most challenging. Each project includes a description of the task as well as steps required for successful completion. Note that the steps may not indicate each required action but will provide the expectation of what is required leaving the action to the student. References to the concepts demonstrated in the LearnKey training that are required for successful completion of the project are also included. Each project will also indicate the files and software used to complete the tasks. Some projects may only include a file named "ProjectTitle_End". Projects only including an end file typically begin with a new file which is indicated in the first step. The "ProjectTitle_End" file is included to illustrate a possible correct result. Other projects may include a file named "ProjectTitle_Start" or other files. Projects with a "ProjectTitle_Start" file begin with that file instead of a new file. "Start" files typically contain data required for the project pre-inserted to focus the project on concepts versus data entry.

LearnKey

Best Practices Using LearnKey's Online Training

LearnKey offers video-based training solutions which are flexible enough to accommodate the private student, as well as educational facilities and organizations.

Our course content is presented by top experts in their respective fields and provides clear and comprehensive information. The full line of LearnKey products have been extensively reviewed to meet superior standards of quality. The content in our courses has also been endorsed by organizations, such as Certiport, CompTIA®, Cisco, and Microsoft. However, it is the testimonials given by countless satisfied customers that truly set us apart as leaders in the information training world.

LearnKey experts are highly qualified professionals who offer years of job and project experience in their subjects. Each expert has been certified in the highest level available for their field of expertise. This provides the student with the knowledge necessary to also obtain top-level certifications in the field of their choice.

Our accomplished instructors have a rich understanding of the content they present. Effective teaching encompasses not only presenting the basic principles of a subject, but understanding and appreciating organization, real-world application, and links to other related disciplines. Each instructor represents the collective wisdom of their field and within our industry.

Our Instructional Technology

Each course is independently created, based on standard objectives provided by the manufacturer for which the course was developed.

We ensure that the subject matter is up-to-date and relevant. We examine the needs of each student and create training that is both interesting and effective. LearnKey training provides auditory, visual, and kinesthetic learning materials to fit diverse learning styles. The following are three levels of implementation:

Standard Training Model

The standard training model allows students to proceed through basic training, building upon primary knowledge and concepts to more advanced application and implementation. In this method, students will use the following toolset:

- **Pre-assessment:** The pre-assessment is used to determine the student's prior knowledge of the subject matter. It will also identify a student's strengths and weaknesses, allowing the student to focus on the specific subject matter he/she needs to improve most. Students should not necessarily expect a passing score on the pre-assessment as it is a test of prior knowledge.

- **Video training session:** Each course of training is divided into sessions that are approximately two hours in length. Each session is divided into topics and subtopics.

- **Post test:** The post test is used to determine the student's knowledge gained from interacting with the training. In taking the post test, students should not consult the training or any other materials. A passing score is 80 percent or higher. If the individual does not pass the post test the first time it is taken, LearnKey would recommend the incorporation of external resources, such as the workbook and additional customized instructional material.

Intermediate Training Model

The intermediate training model offers students additional training materials and activities which allows for better retention, review, and interaction. This model includes not only the standard model material, but also includes the following toolset:

- **Study guides:** Study guides are a list of questions missed which can help students recognize areas of weakness and necessary focus. They can be accessed from either the pre-assessment or post test.

- **Labs:** Labs are interactive activities that simulate situations presented in the training. Step-by-step instructions and live demonstrations are provided.

- **Workbooks:** Workbooks have a variety of activities, such as glossary puzzles, short answer questions, practice exams, research topics, and group and individual projects, which allow the student to study and apply concepts presented in the training.

Master Training Model

The master training model offers the student an additional opportunity to prepare for certification by further examining his/her knowledge. This model includes the materials used in the standard and intermediate models, as well as the MasterExam.

- **MasterExam:** The MasterExam draws from a large pool of questions to provide a unique testing experience each time it is taken. LearnKey recommends a student take and pass the exam, with a score of 80 percent or higher, four times in order to prepare for certification testing. Study guides can also be accessed for the MasterExam.

Word 2013 Introduction

Students who are working toward becoming career ready must have a working knowledge of Word 2013. Computer expert Robin Posnack will teach you the basics of the software; from there, she will build on concepts and ideas until you have the software figured out. You will be prepared to create résumés, cover letters, newsletters and more. The course will also teach you how to create and manage documents and format text, paragraphs, and sections. Plus, learn how to create tables and lists as well as insert and format objects. This course will prepare you to sit for the Microsoft Word 2013 Exam 77-418.

Benefits:

- Learn how to create and manage documents
- Learn how to format text, paragraphs, and sections
- Learn how to create tables and lists, as well as insert and format objects

Word 2013 Session 1 Course Map

Topic	Subtopic	Objective	Files

Tour of the Interface	Quick Access Toolbar
	Title Bar, Learn the Ribbon
	Show/Hide Paragraph
	Modify Font, Paragraph
	Modify Styles
	Status Bar, Views, Create Document
	Save Documents
	Navigation Pane, Search Text
		1.0 Create and Mange Documents
		    1.1 Create a Document
		        1.1.1 create new blank documents
		        1.1.2 create new documents, apply to templates
		    1.2 Navigate through a Document
		        1.2.1 search for text within document
		    1.3 Format a Document
		        1.3.3 change document style sets
		    1.4 Customize Options and Views for Documents
		        1.4.3 customize the Quick Access toolbar
		        1.4.4 customize the ribbon
		        1.4.7 demonstrate how to use Show/Hide
		    1.5 Configure Document to Print or Save
		        1.5.2 save documents in alternate file formats
		        1.5.4 save files to remote locations
		2.0 Format Text, Paragraphs, and Sections
		    2.2 Format Text and Paragraphs
		        2.2.1 change font attributes
		        2.2.5 set line spacing
			S1P1: Tour of the Interface
			
			Annual Report - by Word Trainer.docx

Navigation and Views	Navigation Tools and Tabs
	Cut, Copy, Paste
	Change Document Views
	Outline View
	Save Down
	Compatibility Mode
		1.0 Create and Manage Documents
		    1.4 Customize Options and Views for Documents
		        1.4.1 change document views
		        1.4.2 demonstrate how to use zoom
		    1.5 Configure Document to Print or Save
		        1.5.2 save documents in alternate file formats
		        1.5.7 maintain backward compatibility
			S1P2: Navigation and Views
			
			Annual Report - by Word Trainer.docx
			
			This is a simple text document.doc
			
			This is a simple text document.docx

Create a New Document	Create a New Document with a Template
	Insert a Hyperlink
	Insert a Quick Table
	Insert Live Feeds
	Open a PDF
	Insert Pictures
	Open Non-Native Files, Use Go To
	Import Excel Table
	Adjust Document
		1.0 Create and Manage Documents
		    1.1 Create a Document
		        1.1.2 create new documents, apply to templates
		        1.1.3 import files
		        1.1.4 open non-native files directly in Word
		        1.1.5 open a PDF in Word for editing
		    1.2 Navigate through a Document
		        1.2.2 insert hyperlinks
		        1.2.3 create bookmarks
		        1.2.4 demonstrate how to use Go To
		2.0 Format Text, Paragraphs, and Sections
		    2.3 Order and Group Text and Paragraphs
		        2.3.2 insert breaks to create sections
		        2.3.5 force page breaks
		3.0 Create Tables and Lists
		    3.1 Create a Table
		        3.1.5 demonstrate how to use Quick Tables
		        3.1.6 set a table title
		5.0 Insert and Format Objects
		    5.3 Insert and Format Images
		        5.3.1 insert images
		        5.3.6 wrap text around images
		        5.3.7 position images
			S1P3: Create a New Document
			
			S1P4: Working with Templates
			
			Annual Report - by Word Trainer.docx
			
			Calendar.pdf
			
			My Newsletter.docx

Sample Lesson Plans

6 Week Plan

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	**Session 1 Pre-Assessment**	Session 1	*Projects*	*Projects*	*Projects*
Week 2	*Projects*	*Projects*	*Online Labs*	**Session 1 Post Test**	**Session 2 Pre-Assessment**
Week 3	Session 2	*Projects*	*Projects*	*Projects*	*Projects*
Week 4	*Projects*	*Online Labs*	**Session 2 Post Test**	**Session 3 Pre-Assessment**	Session 3
Week 5	*Projects*	*Projects*	*Projects*	*Projects*	*Projects*
Week 6	*Online Labs*	**Session 3 Post Test**	**MasterExam**	**MasterExam**	**MasterExam**

*LearnKey training segments are underlined. Activities are *italicized*. Tests are **bolded**.

Skills Assessment

Instructions: Rate your skills on the following tasks from 1-5 (1 being needs improvement, 5 being excellent).

Skills	1	2	3	4	5
Create a document.					
Navigate through a document.					
Format a document.					
Customize options and views for documents.					
Configure documents to print or save.					
Insert text and paragraphs.					
Format text and paragraphs.					
Order and group text and paragraphs.					
Create a table.					
Modify a table.					
Create and modify a list.					
Create endnotes, footnotes, and citations.					
Create captions.					
Insert and format building blocks.					
Insert and format shapes and SmartArt.					
Insert and format images.					

Working with Templates

Description:
Word 2013 offers a vast array of pre-formatted sample templates from which you can create your documents. This project will explore some of the capabilities of those templates.

Steps for Completion:
1. Open a new document template (we chose Median Letter).
2. Notice that some of the Quick Part fields have been pre-populated based on information submitted to your copy of Word.
3. Take a moment to edit some of the fields or other text.
4. Explore the effect that Word's themes have on the template.
5. Save the document.

Reference:
LearnKey's Word 2013 Training, Session 1:
Create a New Document: Create a New Document: Create a New Document with a Template

Project Files: N/A

Difficulty: Beginner ⬤

Required Materials: Word 2013

Objectives:
1.0 Create and Manage Documents
1.1 Create a Document
1.1.2 create new documents apply templates

Formatting a Document

Description:
Understanding basic formatting features found in Word 2013 is an important part of producing a professional and attractive document. Using the Format Painter as well as the Clear All Formatting button are quick methods used to control the formatting of specific sections of a page. Font and paragraph options are useful for generating the desired look for your text as well as your page layout.

In this project, you will demonstrate the ability to use these features to improve the appearance of a Word document.

Steps for Completion:
1. Open the Word2013_FormattingaDocument file.
2. Use the Format Painter to apply the formatting of the Reptiles heading to the other headings in the document.
3. Use Autocorrect to correct any spelling errors in the document.
4. Insert a building block that can be used to display the Diets section of the document.
5. Adjust the line spacing of the entire document to Single.
6. Clear the formatting of the Arthropods paragraph.

Reference:
LearnKey's Word 2013 Training, Session 2:
    Advanced Formatting Options: Use Format Painter; Insert Text, AutoCorrect; Insert Building Blocks; Insert Line Spacing; Clear Format

Project Files: Word2013_FormattingaDocument

Difficulty: Advanced 🔴

Required Materials: Word 2013 📘

Objectives:
2.0 Format Text, Paragraphs, and Sections
    2.2 Format Text and Paragraphs
            2.2.3 demonstrate how to use Format Painter
            2.2.5 set line spacing
            2.2.6 clear existing formatting
5.0 Insert and Format Objects
    5.1 Insert and Format Building Blocks
            5.1.4 customize Building Blocks