Mastering MS Word 2013

Mandatory
Training Group

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OVERVIEW

Welcome to The Mandatory Training Group's online Mastering MS Word 2013 training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Mastering MS Word 2013

Teacher - Christina Tankersley

Learner - Maren Reaves

Microsoft Word is the most powerful document creation tool on the planet. Whether you want to gain a specific skill or achieve complete mastery, this online offers it all. In this online Mastering MS Word 2013 training course, you will learn the basics of creating and formatting documents in Word and how to use the most popular tools that Microsoft Word 2013 has to offer.

Mastering MS Word 2013 - E-Learning Course - CPDUK Accredited

- Study method – Online, self-paced
- Estimated duration (Indicative CPD hours) – 600 minutes
- Course format – Online (24/7 access)
- Entry requirements – No prerequisites required
- Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification – Downloadable CPD certificate
- Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- Course accreditation – CPD Certification Service (CPDUK)
- Course access – Part-time (1-year access)
- Course delivery – Via desktop PC/MAC, laptops, tablets or smartphones.
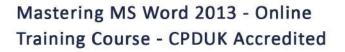
Who is the course for?

This online Mastering MS Word 2013 training course is suitable for all learners who want to know everything that can help harness the power of Microsoft Word. To be more productive in less time and maximise the potential functionality of what is probably the world's most common program.

Course aims

The aims of this Mastering MS Word 2013 e-learning course to:

- Develop your skills needed to create, save and find documents.
- Help you to format documents efficiently using MS Word Styles.

Learning objectives

On completion of this Mastering MS Word 2013 eLearning course, the learner will be able to:

- ♦ Demonstrate how to format a document.
- ♦ Navigate around in the Word 2013 interface.
- ♦ Adjust margins, columns, and text boxes.
- ♦ Describe how to implement footnotes, hyperlinks, and table of contents.
- ♦ Describe the use of redlining and tracking changes in documents.
- ♦ Discuss the use of mail merge, form fields, and digital signatures.

Learning outcomes

Once you have completed this Mastering MS Word 2013 eLearning course, the learner will be able to:

- ♦ Illustrate how to implement footnotes, hyperlinks, and table of contents.
- ♦ Use mail merge, form fields, and digital signatures.
- ♦ Add headers, footers, and page numbers.
- ♦ Create, save, and find documents.

What is covered in this course?

This online Mastering MS Word 2013 training course includes the following:

- Unit 1: The ribbon
- Unit 2: Status bar
- Unit 3: Adding text
- Unit 4: Navigation pane
- Unit 5: Selecting text
- Unit 6: Cut, copy, and paste
- Unit 7: Undo and redo
- Unit 8: The backstage view
- Unit 9: Document types
- Unit 10: Templates
- Unit 11: Finding files
- Unit 12: Saving
- Unit 13: Printing
- Unit 14: Advanced printing
- Unit 15: Fonts
- Unit 16: Choosing fonts
- Unit 17: Basic formatting
- Unit 18: Changing case
- Unit 19: Text effects
- Unit 20: Aligning and justifying
- Unit 21: Indents
- Unit 22: Tabs
- Unit 23: Line and paragraph spacing
- Unit 24: Bullets and numbering
- Unit 25: Widow and orphan controls
- Unit 26: Shading and borders
- Unit 27: Intro to styles
- Unit 28: Themes and overriding styles
- Unit 29: Managing style sets
- Unit 30: Using the style organizer
- Unit 31: Navigating in style
- Unit 32: Applying styles and clearing formatting
- Unit 33: Create a quick style

- Unit 34: Table of contents
- Unit 35: Hyperlinks and bookmarks
- Unit 36: Footnotes, citations, bibliography
- Unit 37: Index
- Unit 38: Table of authorities, table of figures
- Unit 39: Introduction to tables
- Unit 40: Text to tables
- Unit 41: Formatting tables
- Unit 42: Rows and columns
- Unit 43: Sorting table data
- Unit 44: Merging and splitting cells
- Unit 45: Convert a table to text
- Unit 46: Insert an excel spreadsheet for calculations and charts
- Unit 47: Using formulas in a table
- Unit 48: Pictures and shapes
- Unit 49: Position, sizing, and cropping graphics
- Unit 50: Layout with tables
- Unit 51: Adjusting photos
- Unit 52: Special effects for graphics
- Unit 53: Applying styles to graphics
- Unit 54: Using excel charts
- Unit 55: SmartArt
- Unit 56: Screenshot
- Unit 57: WordArt
- Unit 58: Headers and footers
- Unit 59: Cover pages
- Unit 60: Textboxes
- Unit 61: Equations, symbols, and objects
- Unit 62: Margins, orientation, and paper size

- Unit 63: Sections
- Unit 64: Master and subdocuments
- Unit 65: Columns
- Unit 66: Watermarks, page colour, and page borders
- Unit 67: Building blocks
- Unit 68: Spelling and grammar
- Unit 69: AutoCorrect options
- Unit 70: Thesaurus and research tools
- Unit 71: Tracking changes, showing marks
- Unit 72: Accepting or rejecting changes
- Unit 73: Comparing and combining documents
- Unit 74: Restricting editing
- Unit 75: Digital signatures
- Unit 76: Customizing your quick access toolbar
- Unit 77: Changing word options
- Unit 78: Customizing the ribbon
- Unit 79: Creating and playing macros
- Unit 80: Adding macros to the ribbon
- Unit 81: Keyboard shortcuts
- Unit 82: Mailmerge
- Unit 83: Forms and fields
- Unit 84: Using the world web app
- Unit 85: Saving and editing word documents in the cloud
- Unit 86: Customizing your view.

Why is this online Mastering MS Word 2013 training course essential?

This course will provide you with the knowledge and skills to use, manage and share documents using MS Word 2013.

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HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuing Professional Development (CPD) guidelines.

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.

Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK

Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

Statutory and Mandatory Training for Primary Care Providers

OSD Healthcare

"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".

Anne Joy, OSD Healthcare, Hemel Hempstead, UK

OneHealth.co.uk

Healthcare choice for **everyone**   **Statutory and Mandatory Training for Healthcare Providers**

"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

edenbrown synergy

Online Training and Development for the Public Sector

"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."

David Sanchez, Eden Brown Synergy, London, UK

Nuffield Health

Blended Train the Trainer Courses for Healthcare Providers

"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".

Kate McLoughlin, Nuffield Health, Bournemouth, UK

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Collective Mark

LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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