

# WORD 2013

## INTRODUCTION TO WORD 2013

Knowing how to write reports and letters using Microsoft Word 2013 is a basic skill needed in nearly any job. This powerful word-processing program lets you professionally type, edit, format, spell check, and print documents. In this course, you'll master all the basics of Microsoft Word.

You'll learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; use tools such as the grammar checker, spell checker, and thesaurus; and save, retrieve, copy, organize, and print your documents.

You'll also learn dozens of different ways to modify the appearance and content of your documents by adjusting page margins, paragraph tab settings, and line spacing to create great-looking documents quickly and easily. By the time you're done with the step-by-step lessons and hands-on activities in this course, you'll be able to use Word confidently at home or on the job. In addition, Excel and Access will be introduced briefly.



### Date:

January 27 and February 3 & 10, 2017

### Time:

8:30 a.m. – 11:30 a.m.

### Location:

Business Resource Center, Room 216  
630 W. 19th Street Merced, CA 95340

### Instructor:

Ahmad Ahmadi, WpLRC Instructor

### Cost:

\$145 per participant for  
the three-workshop series

# INTERMEDIATE WORD 2013

Go beyond the basics of desktop publishing with Microsoft Word 2013. In this course, you'll learn how to automate Word 2013 to help you write more while typing less. You'll also learn different ways to format text; how to add graphics to create signs, newsletters, or greeting cards; and how to generate documents with indexes and tables of content.

You'll go through tips on automating Word using macros, shortcut keys, and templates so you can create even the most complex formatted documents quickly and easily. You'll also learn how to create and organize text in tables, add graphics to a document, mix graphics and text together, and merge spreadsheet and data to create mailing labels and form letters.

Along the way, we'll go through lots of short examples and hands-on exercises so you can see how Word's advanced features work—but more importantly, you'll see how you can use these advanced features for your projects. By the end of this course, you'll know how to use Word more effectively and take advantage of all its features so you can get your work done more quickly and easily than you thought possible

### Date:

September 15 & 22, 2017

### Time:

8:30 a.m. – 11:30 a.m.

### Location:

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To register call (209) 384-6224 or online at  
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