

The logo features a large, white, stylized letter 'W' centered within a dark blue square. Below the 'W', the text 'Word 2013' is written in a white, sans-serif font. The entire logo is set against a background of a vibrant blue color with a pattern of faint, overlapping concentric circles and arcs.

W

Word 2013

# Word 2013

## First Edition

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# Session 1 Fill-in-the-Blanks

**Instructions:** While watching Session 1, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

## Tour of the Interface

1. The ribbon is made up of \_\_\_\_\_ . [Title Bar, Learn the Ribbon]
2. With Show/Hide turned on I can see how my \_\_\_\_\_ got to that point. [Show/Hide Paragraph]
3. The groups located on the Home tab are: Clipboard, Font, \_\_\_\_\_ , Styles, and Editing groups. [Modify Font, Paragraph]
4. You can create your own \_\_\_\_\_ styles based on font, paragraph, tabs, borders, etc. [Modify Styles]
5. One of the things shown on the Status Bar is how many characters are in the document with and \_\_\_\_\_ spaces. [Status Bar, Views, Create Document]
6. The Cloud is a remote location you can save documents to, and Windows provides their own cloud drive called the \_\_\_\_\_ . [Save Documents]
7. The area on the left-hand side known as the Navigation Pane uses \_\_\_\_\_ to let you jump around from heading to heading and navigate your document. [Navigation Pane, Search Text]

## Navigation and Views

8. An alternative to cut, copy, and paste is to click and drag inside the \_\_\_\_\_ Pane. [Cut, Copy, Paste]
9. Views are different \_\_\_\_\_ of your document. [Change Document Views]
10. Outline view is great when you would like to focus on the organization of your \_\_\_\_\_ and worry about formatting at a later time. [Outline View]
11. Compatibility mode is important when you are working on files that were created in \_\_\_\_\_ versions of Word but you are using Word 2013. [Compatibility Mode]

## Navigation and Views

12. You can insert a hyperlink, for example, when you want to \_\_\_\_\_ to another document. [Insert a Hyperlink]
13. As long as the \_\_\_\_\_ is activated inside the Quick Table, you can change the table styles to anything you want. [Insert a Quick Table]
14. To insert live feeds, go to the \_\_\_\_\_ button in the Links group of the Insert tab. [Insert Live Feeds]
15. If you open up a PDF in Word 2013, there is a PDF converter that will allow you to open it and make it \_\_\_\_\_ within the Word document. [Open a PDF]

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16. The function key \_\_\_\_\_ brings up the Go To feature where you can navigate to a particular page number or section in the document. [Open Non-Native Files, Use Go To]
17. If your information is not breaking at the right place, you can insert a break by using the shortcut keys Ctrl+ \_\_\_\_\_ . [Adjust Document]

### Modify a Document

18. You may want to have some text like, “Confidential,” or, “First Draft,” as \_\_\_\_\_, behind-the-scenes text. [Insert Watermarks]
19. Microsoft 2013 has a contextual tab called \_\_\_\_\_ when working with headers and footers. [Insert Headers, Footers]
20. If I deselect the Link to Previous option, then my section 3 header will be \_\_\_\_\_ than my section 2 header. [Insert Page Numbers]

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21. Viewing \_\_\_\_\_ of the document at the same time is called splitting the window. [Split the Window]
22. Configuring the settings on the \_\_\_\_\_ tab in Options will keep your document safe. [Macro Security]
23. The \_\_\_\_\_ setting allows you to double-click anywhere in the document and start typing without having to manually key the cursor there. [Show/Hide Document Properties]

### Print

24. In the lower left-hand corner of Print view, you can see one page at a time by clicking \_\_\_\_\_. [Print Scale]
25. Sharing is something that is new to Word 2013 because now you can save things to the \_\_\_\_\_. [Protect Documents with Password]

# Tour of the Interface

**Description:**

Word presents a newly designed interface with many new and innovative features. For this project, you will use the information learned while watching the Tour of the Interface section of Session 1 to demonstrate familiarity with these features.

**Steps for Completion:**


1. Launch Word 2013, and open a new blank document. Type a short report (two to three paragraphs) about your favorite book or movie, or as otherwise directed by your instructor.
2. Identify the Quick Access toolbar and spend some time customizing it by adding or removing options as desired.
3. Identify the Title Bar, the tabs, and the ribbon. Use the ribbon display options, collapse arrow, and/or push pin to customize the ribbon display. Identify and experiment with the Show/Hide Paragraph button.
4. Identify the following groups on the Home tab in the ribbon: Clipboard, Font, Paragraph, Styles, and Editing. Click the dialog box launcher in the bottom right corner of each of these groups to customize each group as desired.
5. Use the Styles group to change the style of the document. Be sure to apply a Heading style.
6. Identify the Status Bar and take note of the number of words and characters in the document.
7. Open the Navigation pane and use it to search for words in your document.
8. Save your document as a Word document titled INTERFACE\_(your name), add yourself as an author, and add the tag Interface. Your instructor will tell you where to save your work.


**Reference:**

LearnKey's Word 2013 Training, Session 1:

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

**Project Files:** N/A

**Difficulty:** Beginner 

**Required Materials:** Word 2013 

**Objectives:**

- 1.0 Create and Manage Documents
  - 1.1 Create a Document
    - 1.1.1 create new blank documents
    - 1.1.2 create new documents, apply 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
    - 1.4.1 change document views
    - 1.4.3 customize quick access toolbar
    - 1.4.4 customize the ribbon
    - 1.4.7 demonstrate how to use show/hide
  - 1.5 Configure Documents to Print or Save
    - 1.5.4 save documents to remote location

# Navigation and Views

**Description:**

One of the new features in Word is the Navigation Pane, which allows users to browse headings and pages and make changes without having to scroll through the entire document.

For this project, you will use the information learned while watching the Navigation and Views section of Session 1 to demonstrate knowledge of using the Navigation Pane, navigating through a document, and utilizing different views.

**Steps for Completion:**


1. Launch Word 2013 and open the document that you previously created called INTERFACE\_(your name).
2. Open the Navigation Pane, take note of the heading and pages within the document, and use the search bar to search for words or phrases.
3. Drag headings around within the Navigation Pane to rearrange sections of your document without using the Cut, Copy, or Paste commands.
4. Use the options on the View tab to change the View of your document to Read Mode. Decrease the Zoom level to 30% and then increase it to 325%. Return to the Print Layout and adjust the Zoom level to suit your personal preferences.
5. Change the View of your document to Outline View. Rearrange the sections and subsections of your document, if you'd like. Close the Outline View.
6. Save your document as a Word 97-2003 Document. Save your document again as a Word Document titled NAVIGATION – (your name).


**Reference:**

LearnKey's Word 2013 Training, Session 1:

Navigation and Views: Navigation Tools and Tabs; Cut, Copy, Paste; Change Document Views; Outline View; Save Down; Compatibility Mode

**Project Files:** INTERFACE\_(your name) as described above

**Difficulty:** Beginner 

**Required Materials:** Word 2013 

**Objectives:**

- 1.0 Create and Manage Documents
  - 1.2 Navigate Through a Document
    - 1.2.1 search for text within document
  - 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 Documents to Print or Save
    - 1.5.2 save documents in alternate file formats
    - 1.5.7 maintain backward compatibility



# Create a New Document

**Description:**

Word features built-in templates for easily creating documents with a variety of ways to add content and interest to documents.

For this project, you will use the information learned from watching the Create a New Document section of Session 1 to create a new document from a template, and insert and import different types of content in order to create a unique document.

**Steps for Completion:**


1. Launch Word 2013 and open a template of your choice. Spend a few minutes editing the text to suit your preferences, or as otherwise directed by your instructor.
2. Insert a live feed using hyperlink of your choice, making sure to insert the address, the text to display, and a ScreenTip.
3. Use the Quick Tables command to insert a table, then use the ruler and the tools found on the Table Tools contextual tab to modify the table to suit your document.
4. Insert a PDF into your document. Your instructor will tell you what to use here.
5. Use the Online Pictures command to insert an image or clip art into your document. Write a sentence or two describing the picture and use the Layout Options command to position the text with the picture.
6. Launch Excel 2013 and open a template of your choice. Copy part of the template and paste it into your Word document, keeping the original table formatting.
7. Use a keyboard shortcut to insert a page break in your document and use the Links menu on the Insert tab to create a bookmark.
8. Save your document as a Word document titled CREATE\_(your name).


**Reference:**

LearnKey's Word 2013 Training, Session 1:

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

**Project Files:** N/A

**Difficulty:** Intermediate 

**Required Materials:** Word 2013 

**Objectives:**

- 1.0 Create and Manage Documents
  - 1.1 Create a Document
    - 1.1.2 create new documents apply 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

# Captions

**Description:**

Captions can be available below any object, such as a picture, table, or chart. They add clarification as to the information being conveyed in the object.

There are a few different options available for formatting your captions. In this project, you will practice adding captions to your document.


**Steps for Completion:**


1. Open the Tour of the Interface\_01 Word document.
2. Select the pyramid graphic on page 5 and insert a caption from the References tab.
3. Have it appear above the object and type “Common Functions” after the label.
4. Select the pie chart on page 6 and insert a caption without the label. Title it “Percent Visibility” and apply center alignment.
5. Save the document as Tour of the Interface\_02 to use in later projects.

**Reference:**

LearnKey's Word 2013 Training, Session 3:  
Captions: Add Captions, Change Format; Exclude Labels from Captions

**Project Files:** Tour of the Interface\_01

**Difficulty:** Intermediate 

**Required Materials:** Word 2013 

**Objectives:**

- 4.0 Apply References
- 4.2 Create Captions
- 4.2.5 exclude labels from captions

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# Shapes and Images

## Description:

There are many features available on the Insert tab for working with shapes and images. For example, you can insert a picture and apply a drop shadow and a border. Or, you can insert online pictures. You can even use a screenshot or create your own SmartArt object.

In this project, you will add shapes and images to your document. You will also use the Layout Option feature and many of the formatting features for images and shapes.

## Steps for Completion:


1. Open the Tour of the Interface\_02 Word document.
2. Insert a shape on page 5 and position it in the middle of a paragraph with the text wrapping tightly around it.
3. Using Shape Effects, add some text to the shape and then apply Quick Styles to the text.
4. Insert a SmartArt object to go along with one of the paragraphs and have the text wrap around the top and bottom of the object.
5. Insert an online image in the last paragraph on page 5 of one of the movies mentioned. Apply picture effects and artistic effects to the image. Then modify its properties by changing the size or color.
6. Save the document as Tour of the Interface\_03.


## Reference:

LearnKey's Word 2013 Training, Session 3:

Shapes and Images: Insert and Format a Shape; Position and Align Shapes; Insert an Image; Apply Artistic Effects; Remove the Background; Wrap Text around Images; Add Quick Styles to Images

**Project Files:** Tour of the Interface\_02

**Difficulty:** Advanced 

**Required Materials:** Word 2013 

## Objectives:

- 5.0 Insert and Format Objects
  - 5.2 Insert and Format Shapes and SmartArt
    - 5.2.1 insert simple shapes
    - 5.2.4 wrap text around shapes
    - 5.2.5 position shapes
  - 5.3 Insert and Format Images
    - 5.3.1 insert images
    - 5.3.2 apply artistic effects
    - 5.3.3 apply picture effects
    - 5.3.4 modify image properties (color, size, shape)
    - 5.3.5 add Quick Styles to images
    - 5.3.6 wrap text around images
    - 5.3.7 position images