**Advanced Word 2013 Outline**

# Target Audience:

The Advanced Word 2013 class is geared towards people who want to expand their knowledge on what Microsoft Word 2013 has to offer.

# Prerequisites:

Word Essentials 2013.

# Description:Learn how to use the various page layout, review and reference features in Word 2013.

# Course Includes:

* The tools the reference, review and insert tabs have to offer.
* Image editing with various features in Word.
* How to make citations, bibliographies and other academic tools.