

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.