



# Word 2013

Your best work begins with an idea.

And we'll show you how Word brings your ideas to life with collaboration, editing tools, and design.

Start composing in your own words, and then format text with Themes.

If you'd like to collaborate, share your document on OneDrive with a click.

Then chat, comment, and co-author documents to work with others at the same time, while Review and Track Changes keep everyone on the same page.

Polish your words with powerful proofing tools and styling options.

And with a web browser or the Word Mobile app, you can view and edit docs from wherever—and whenever a thought strikes.

Learn how to bring out your best writing with Word.

- Microsoft

## WORD ESSENTIALS

- Word Processing Basics
- Working with Files
- Formatting Documents
- Formatting Paragraphs
- Proofing a Document
- Working with Tables
- Workplace Productivity
- Cloud Integration

## WORD INTERMEDIATE

- Columns and Tabs
- Tables
- Calculations and Charting
- Using Images
- Quick Parts
- AutoCorrect
- Merge and Mailings
- Editing PDFs

## WORD ADVANCED

- Styles and Themes
- Templates
- Macros
- Forms
- Tracking Changes
- References
- Publishing
- Present Online



## Popular Uses of Microsoft WORD

Agendas, Meeting Minutes, Interactive Documents, Financial Summaries, Proposals, Questionnaires, Outlines, SmartArt Diagrams, Announcements, Flyers, Letters, Building Blocks, Mail Mergers, Tables, Forms, Calendars, Certificates, Labels