**General Description**

*Microsoft Word 2013 - Level 3* is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

At the completion of this course you should be able to:

- create and work with *SmartArt*
- create and work with tables of contents and indexes in long documents
- create and work with master documents
- insert and edit footnotes and endnotes
- create and work with bookmarks and cross-references
- use *AutoCorrect* to automatically correct words and phrases
- create and use building blocks
- use a range of document proofing features
- use the features of *Word* to work collaboratively with others
- understand and use the tracking feature in *Word*
- compare multiple versions of the same document
- create and remove protection for your document
- understand, insert and work with fields in a document
- create and work with electronic forms in *Word*
- create and work with macros

**Learning Outcomes**

- **General Description**
- **Learning Outcomes**
- **Prerequisites**
- **Topic Sheets**
- **Methodology**
- **Formats Available**
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**Prerequisites**

*Microsoft Word 2013 - Level 3* assumes an intermediate understanding of Microsoft Word and the creation of documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

**Topic Sheets**

203 topics

**Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

**Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

**Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.appliededucation.edu.au](http://www.appliededucation.edu.au)

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### Microsoft Word 2013

**Level 3 (with Challenge Exercises)**

Product Code: INF1352

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