



## Microsoft Office Training Available – Sign up Today!

### Register for [Microsoft Word 2013 Core Essentials](#) class

(If you do not have OPUS access, please register through your training coordinator.)

#### Microsoft Word 2013 Core Essentials

3.5 hours

Attend a 3 ½ hour hands-on learning experience that covers all the core essentials of Microsoft Word 2013.

Topics covered include adding online images and video to a document, customizing a document using basic and advanced formatting and editing tools, and ways to polish the final version before printing or sharing the document.

\*\* Basic proficiency with computer keyboarding and mouse skills is required. Need assistance with these skills prior to class? Visit [GCF LearnFree](#) for hands on tutorials. \*\*

**Presented by:** Pinellas County Human Resources

**Intended Audience:** All Pinellas County employees.

**A maximum enrollment of 14 students will be accommodated per class.**

**OPEN TO UPS Employees Only**

#### Instructor(s):

Kat Black, Kevin Connelly

#### Learning Objectives

- ❑ Learn to define all parts of a document along with creating, opening, and saving documents
- ❑ Identify ways to complete basic document tasks with editing tools and find and replace tools
- ❑ Discuss how to utilize document formatting tools to change font, size, color, and apply text effects
- ❑ Establish ways to change styles, themes, and document formatting sets; use the Format Painter feature and activate the Clear Formatting command
- ❑ Execute methods to move text, create bulleted and numbered lists, change line spacing, and align and justify text
- ❑ Apply page formatting techniques to format text in columns, add a watermark, change the page color, and add a page border
- ❑ Recognize how to insert tables, charts, screenshots, local and online images, and video into a document
- ❑ Practice techniques for perfecting the final document, and printing or sharing a document

#### February 2017:

W	2/8/17	8:30-12:00	Annex 138
W	2/15/17	8:30-12:00	Annex 138

#### March 2017:

TU	3/14/17	8:30-12:00	Annex 138
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