

## Word 2013 - Objects and Printing

The Word 2013 - Objects and Printing course is part of the MOS exam 77-418 range. You will learn how to insert Building Blocks, WordArt, SmartArt and use Drawing Tools. You will also add and format Pictures, add Document Properties and use Printing options.

The estimated time to complete this course is 2 hours and 49 minutes.

### Building Blocks

#### Building Blocks

- Building Blocks
- Using Building Blocks
- Formatting Text Boxes
- Creating Building Blocks
- Saving with Templates
- Inserting Pages
- Building Blocks Organizer
- Creating Building Block Galleries
- Deleting Building Blocks
- Adding Building Block Galleries
- Using a Gallery Control

### Shapes and Images

#### Drawing Tools

- Drawing Tools and Techniques
- Drawing Rectangles and Squares
- Using the Shape Fill List
- Using the Shape Outline List
- Adding Text to Shapes
- Drawing Ovals and Circles
- Adding Shapes
- Applying Shape Effects
- Flipping and Rotating Shapes
- Re-sizing Shapes
- Moving Shapes
- Changing Stack Order
- Deleting Shapes
- Selecting Multiple Shapes
- Grouping Shapes
- Applying Shape Styles

### WordArt and SmartArt

- Illustrations
- Converting Text to WordArt
- Adding WordArt
- Positioning WordArt
- Resizing WordArt
- Adding SmartArt Graphics
- Creating Text Levels
- Promoting and Demoting Text
- Editing Text
- Closing the Text Pane
- SmartArt Styles and Colours
- Formatting SmartArt

If you require any further information please contact NYES:

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## Pictures and Formatting

- Inserting Pictures
- Correcting Pictures
- Colour Settings
- Resetting Pictures
- Applying Effects
- Applying Picture Styles
- Applying Borders
- Sizing Pictures
- Cropping Pictures
- Compressing Pictures
- Rotating Pictures
- Cropping to Shapes
- Wrapping Text

## Properties and Printing

### Properties and Printing


- Document Properties
- Adding Properties
- Page Layout Commands
- Print Place
- Print Settings
- Setting Print Scaling
- Selecting Printers
- Printing Documents

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