

Word 2016 - Part 2 - Intermediate

Target Audience

This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

Course Objectives

In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents. You will:

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using quick parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.
- Use mail merge to create letters, envelopes, and labels.

Course Outline

1 - ORGANIZING CONTENT USING TABLES AND CHARTS

- Topic A: Sort Table Data
- Topic B: Control Cell Layout
- Topic C: Perform Calculations in a Table
- Topic D: Create a Chart
- Topic E: Add an Excel Table to a Word Document (Optional)

2 - CUSTOMIZING FORMATS USING STYLES AND THEMES

- Topic A: Create and Modify Text Styles
- Topic B: Create Custom List or Table Styles
- Topic C: Apply Document Themes

3 - INSERTING CONTENT USING QUICK PARTS

- Topic A: Insert Building Blocks
- Topic B: Create and Modify Building Blocks
- Topic C: Insert Fields Using Quick Parts

4 - USING TEMPLATES TO AUTOMATE DOCUMENT FORMATTING

- Topic A: Create a Document Using a Template
- Topic B: Create a Template
- Topic C: Manage Templates with the Template Organizer

5 - CONTROLLING THE FLOW OF A DOCUMENT

- Topic A: Control Paragraph Flow

- Topic B: Insert Section Breaks
- Topic C: Insert Columns
- Topic D: Link Text Boxes to Control Text Flow

6 - SIMPLIFYING AND MANAGING LONG DOCUMENTS

- Topic A: Insert Blank and Cover Pages
- Topic B: Insert an Index
- Topic C: Insert a Table of Contents
- Topic D: Insert an Ancillary Table
- Topic E: Manage Outlines
- Topic F: Create a Master Document

7 - USING MAIL MERGE TO CREATE LETTERS, ENVELOPES, AND LABELS

- Topic A: The Mail Merge Feature
- Topic B: Merge Envelopes and Labels

