

## Microsoft Office Word Level 2

Course Length: 1-day (8:30-4:00)

Course Cost: \$310.00 + applicable taxes

### Overview

After you master the basics of using Microsoft® Word 2016 such as creating, editing, and saving documents; navigating through a document; and printing, you're ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization.

Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

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

### Course Content

#### Lesson 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)

## **Lesson 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

## **Lesson 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

## **Lesson 4: Using Templates to Automate Document Formatting**

**Topic A:** Create a Document Using a Template

**Topic B:** Create and Modify a Template

**Topic C:** Manage Templates with the Template Organizer

## **Lesson 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

## **Lesson 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

## **Lesson 7: Using Mail Merge to Create Letters, Envelopes, and Labels**

**Topic A:** The Mail Merge Feature

**Topic B:** Merge Envelopes and Labels