

Word 2016 – Level 2

Duration: 1 day

Overview:

In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organisation.

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 customise those documents.

At Course completion:

Upon successful course completion of this course, students will be able to:

- Sort, restart and customise lists
- Modify tables, cells and charts
- Add text effects
- Create styles for characters, paragraphs list and tables
- Modify picture settings
- Draw shapes and lines
- Insert WordArt, text boxes and diagrams
- Insert section breaks and columns
- Run, create and modify a macro
- Create a document based on a template and using a wizard
- Perform a mail merge
- Set page orientation, margins and borders

Module 1: Organising content using table and charts

- Sort table data
- Control cell layout
- Perform calculations in a table
- Create a chart
- Add an Excel table to a Word Document(optional)

Module 2: Customising Formats Using Styles and Themes

- Create and Modify Text styles
- Create custom list or table styles
- Apply document themes

Module 3: Inserting Content using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields using Quick Parts

Module 4: Using Templates to Automate Document Formatting

- Create a Document using a template
- Create a template
- Manage templates with the template organiser

Module 5: Controlling the Flow of a Document

- Control Paragraph Flow
- Insert Section breaks
- Insert columns
- Link Text boxes to Control Text Flow

Module 6: Simplifying and Managing Long Documents

- Insert Blank and cover pages
- Insert an Index
- Insert a table of contents
- Insert an ancillary table
- Manage outlines
- Create a master document

Module 7: Using mail to merge, create letter, envelopes, and labels

- The mail merge feature
- Merge envelopes and labels