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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft® Word for Office 365™: Part 2



About This Course:

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.

Course Objectives:

- 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.

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.

Prerequisites:

- To ensure your success, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. In addition, you should be able to navigate and perform common tasks in Word, such as opening, viewing, editing, and saving documents; formatting text and paragraphs; formatting the overall appearance of a page; and creating lists and tables

Course Outline:

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

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: 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: Use Mail Merge

Topic B: Merge Data for Envelopes and Labels