

## **Microsoft Office Word 2016: Part 2**

**Modality: Virtual Classroom**

**Duration: 1 Day**

### **About this Course:**

Now that you are fully familiar with the fundamentals of Microsoft Word 2016 and its features including creating, editing, saving, and opening new documents. You also now know how to navigate through the software, therefore, you are ready to learn about new features.

In this course, you will learn about creating more complex, and professional documents that would look more consistent. You will also learn about the automated features, which would save you both time and effort.

Professional-looking documents will also offer your organization a creative edge. Using time and effort efficient features like templates, and automated mailing lists will help cut down on expenses and will present a more professional front collectively.

Gaining expertise in Microsoft Word will also provide an edge at your organization.

### **Course Objectives:**

At the end of this course, you will be eligible enough to create and edit professional documents and use automated tools, which will allow you better customization.

- Use tables, lists, and charts for content organization
- Use different style formats and themes
- Use quick parts for content insertion
- Automate document formatting with templates
- Organize the flow of the document
- Simplification of complex documents
- Use automated mailing lists

### **Audience:**

The target audience for this course are students who are already familiar with the basics of Microsoft Word and wish to further learn about the software's features including modification and customization of documents.

### **Prerequisites:**

Students must possess excellent working skills with an updated version of Windows, and must be familiar with features such as start programs, file management, switching between apps, and browsing a website.

Other than that, candidates must be able to perform basic tasks such as creating, editing, saving, and opening new documents. Additionally, familiarity with lists and tables will help along the course.

We also recommend the following course as a pre-requisite:

- Microsoft®Office Word 2016: Part 1

## **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 (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