

## **Word 2016 Intermediate - Part 2**

**Modality: On Demand**

**Duration: 4 Hours**

### **About this Course:**

Microsoft Word is the most popular word processing application. This course is designed to give you the essential skills to optimize your documents efficiently. Our Microsoft Word experts give you hands-on experience on how to use all the features that come with this powerful word processing tool.

### **Audience:**

- Anyone who would like to create tables and charts in Word documents use formatting to create table of contents, cover pages, and practice using features that speed up your work in this application. Knowledge of Word Introduction concepts is a plus, but not required.

### **Prerequisites:**

- Have a beginner level knowledge of Microsoft Word 2016

### **Course Outline:**

- Formatting Pictures
- Using Pictures from Bing
- Wrapping Words Around Pictures
- WordArt
- Picture Tools and Shapes
- Inserting Audio Files
- Inserting Video Files
- Inserting Online Videos
- Inserting Equations
- Preparing Data Sources for Mail Merge
- Preparing the Boilerplate Document for Mail Merge
- Starting the Mail Merge Wizard
- Completing the Form Letter
- Creating Individual Mailing Labels
- Adding Clip Art to Your Labels