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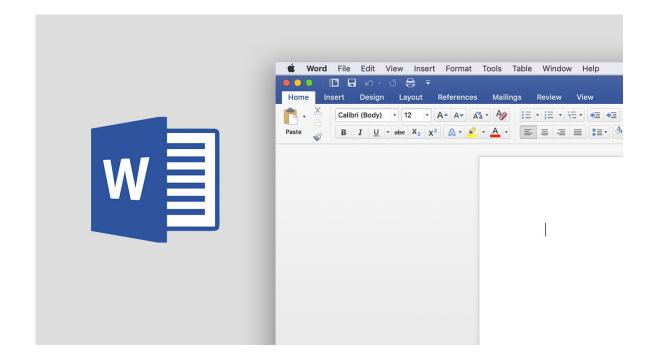
Learning Style: Virtual Classroom

Provider: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Office Word 2016: Part 2

About this Course:

Now that you are fully familiar with the fundamentals of Microsoft Work 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

https://www.quickstart.com/microsoft-office-word-2016-part-2.html

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

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