Microsoft® Office Word 2016: Level 2

Training Course Content

Course Objective: Students will work with tables and charts and use styles and themes to customize the look of your documents. Improve your documents with images and custom graphic, including new Ink equations. Add building blocks of information and updatable fields to the document to improve efficiency. Control how text flows around graphics, between paragraphs, and between pages, and use section, page, and column breaks within documents. Use templates to maintain consistency between documents, and use the mail merge feature to customize and personalize content. Finally, you will create and use macros to automate tasks.

Prerequisites: To ensure success, students should be comfortable in the Windows environment, should have completed Word 2016: Level 1 or possess the equivalent knowledge.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Working with Tables and Charts

Topic 1A: Sort Table Data
Topic 1B: Control Cell Layout
Topic 1C: Perform Calculations in a Table
Topic 1D: Create a Chart

Lesson 2: Customizing Formats Using Styles and Themes

Topic 2A: Create and Modify Text Styles
Topic 2B: Create Custom List or Table Styles
Topic 2C: Apply Document Themes

Lesson 3: Using Images in a Document

Topic 3A: Resize an Image
Topic 3B: Adjust Image Appearance
Topic 3C: Integrate Pictures and Text
Topic 3D: Insert and Format Screenshots
Topic 3E: Insert Video

Lesson 4: Creating Custom Graphic Elements

Topic 4A: Create Text Boxes and Pull Quotes
Topic 4B: Draw Shapes
Topic 4C: Add WordArt and Other Text Effects
Topic 4D: Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

Topic 5A: Insert Building Blocks
Topic 5B: Create and Modify Building Blocks
Topic 5C: Insert Fields Using Quick Parts

Lesson 6: Controlling Text Flow

Topic 6A: Control Paragraph Flow
Topic 6B: Insert Section Breaks
Topic 6C: Insert Columns
Topic 6D: Link Text Boxes to Control Text Flow

Lesson 7: Using Templates

Topic 7A: Create a Document Using a Template
Topic 7B: Create a Template

Lesson 8: Using Mail Merge

Topic 8A: The Mail Merge Features
Topic 8B: Merge Envelopes and Labels
Topic 8C: Create a Data Source Using Word

Lesson 9: Using Macros

Topic 9A: Automate Tasks Using Macros
Topic 9B: Create a Macro