COURSE OVERVIEW

Course Name:
Microsoft Word 2016:
Level 2

COURSE DURATION: 1 Day

Gauteng:
3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
2196
Tel: 087 941 5764
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Gauteng:
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192 Bram Fischer Drive
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Cape Town:
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COURSE OVERVIEW

After you master the basics of using Microsoft Word 2016 you are ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization.

COURSE OBJECTIVES

In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents.

You will

- 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.

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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: 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

Appendix A: Microsoft Office Word 2016 Exam 77-725

Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts

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