

COURSE OVERVIEW

Course Name:
Microsoft Word 2019:
Level 2

COURSE DURATION: 1 Day

Gauteng:

3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
2196
Tel: 087 941 5764
sales@impactful.co.za

Gauteng:

192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160
sales@impactful.co.za

Cape Town:

3rd Floor Thomas Pattullo Building
19 Jan Smuts St
Cape Town
8000
sales@impactful.co.za

COURSE OVERVIEW

Creating professional-looking documents can give you and your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings can help reduce expenses. Mastering these techniques will make you a valued employee in your organization. You can also add visual interest to your documents by using the tables and charts features.

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.

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: Use Mail Merge
- Topic B: Merge Envelopes and Labels

Appendix A: Mapping Course Content to Word Associate (Office 365 and Office 2019): Exam MO-100

Appendix B: Mapping Course Content to Word Expert (Office 365 and Office 2019): Exam MO-101

Appendix C: Microsoft® Office Word 2019 Common Keyboard Shortcuts