

Word 2016 Level 2 (Intermediate)

Course Length: 6hrs (1 Day)

Microsoft Word 2016 enables you to create documents simply, quickly, and professionally. The use of pre-designed templates, styles, graphics and quick parts allows users to design and edit documents with ease and speed.

Learning Objectives:

The inclusion of built in design elements enables users to produce professional-looking print or electronic documents with relative ease. Upon completion of the course, you will:

- Use and create custom templates
- Secure your documents
- Work with tables, charts, and formulas in Word
- Insert and edit SmartArt, WordArt, screenshots and pictures
- Control text flow in longer documents using page and section breaks
- Perform Mail Merges

Target Student:

This course is designed for users who can create basic Word documents and who now wish to learn how to enhance the appearance and functionality of their work in order to save time and create superior, professional-looking documents.

Course Outline:

Section 1: Adding Tables

Insert a Table

Modify a Table

Format a Table

Convert Text to a Table

Section 2: Working with Tables and Charts

Sort Table Data

Control Cell Layout

Perform Calculations in a Table

Create a Chart

Section 3: Securing a Document

- Suppress Information
- Set Editing Restrictions
- Add a Digital Signature to a Document
- Restrict Document Access

Section 4: Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

Section 5: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Section 6: Controlling Page Appearance

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

Section 7: Using Templates

- Create a Document Using a Template
- Create a Template

Section 8: Using Mail Merge

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

