

Microsoft Word Level 2

Course WRD-02

1 Day

Instructor-led, Hands on

Introduction

After you master the basics of creating, editing, and printing Microsoft® Word documents, you're ready to move on to tackling the more advanced features. In this one-day, instructor-led course, you will work with features such as formats, styles, and templates to create professional documents with a consistent look and feel. You will add visual interest to your documents by using the tables and charts features. Quick Parts and templates provide efficiency and consistency when adding content, and long complex documents can be simplified and managed in Master Documents. Finally, you will use the mail merge feature to automate sending individual letters to customers.

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.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

Upon successful completion of this course, students will be able to:

- Build and customize different types of lists
- Create outlines using the multilevel list features
- Build and format tables
- Convert a table to text
- Sort tables, change headings in tables, format tables and do a basic calculation in a table
- Create a chart based on data, edit a chart and format a chart
- Create paragraph, character and table styles
- Modify and delete styles
- Apply a style and theme to the entire document
- Create a document based on a built-in template
- Create a template based on a document
- Create a document based on a created template
- Learn about customizing headers and footers
- Word with advanced views
- Create columns and section breaks and control text flow

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- User the different Word features insert and format pictures
- Use WordArt
- Remove a picture background
- Create artistic effects
- Draw and format shapes

Prerequisites

Students should be familiar enough with Microsoft Word to be able to create, edit, and perform basic formatting on documents.

Completion of the following course or equivalent knowledge and skills is recommended:

- Microsoft Word Level 1

Course Outline

Module 1: Customizing Lists

- Sorting a List
- Controlling List Numbering
- Creating an Outlined Numbered List

Module 2: Using Tables

- Creating a Table
- Entering and Selecting Information in a Table
- Adding Rows and Columns to a Table
- Merging Cells in a Table
- Adding Shading to a Table
- Deleting Rows and Columns in a Table
- Formatting a Table
- Converting Table to Text

Module 3: Working with Advanced Tables

- Formatting Table Text
- Sorting Table Data
- Splitting Cells in a Table
- Changing Alignment and Text Direction
- Performing Calculations in a Table

Module 4: Creating Charts

- Inserting a Chart
- Adding and Editing Data in a Chart
- Customizing a Chart

Module 5: Creating Styles and Themes

- Creating Styles
- Applying Styles
- Modifying a Style
- Deleting a Style
- Working with Table Styles
- Applying a Style and Theme to an Entire Document

Module 6: Using and Creating Templates

- Using Existing Templates
- Creating a Template
- Building a File from a Template

Module 7: Modifying Page Layout

- Customizing Headers and Footers
- Working with Advanced Views
- Creating Column and Section Breaks
- Controlling Text Flow

Module 8: Inserting Graphic Objects

- Inserting and Formatting a Picture
- Inserting and Formatting WordArt
- Removing Backgrounds from an Image
- Creating Artistic Effects
- Using Word Drawing Features