# VANTAGEP•INT
## I.T. TRAINING & CONSULTING

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# Microsoft® Office Word 2016: Level 2

## Course Specifications

### Course Length:

1 day

## Course Description

### Overview:

After you master the basics of using Microsoft® Word 2016 such as creating, editing, and saving documents; navigating through a document; and printing, you're 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. Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

### 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.

### Prerequisites:

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. In addition, you should be able to navigate and perform common tasks in Word, such as opening, viewing, editing, and saving documents; formatting text and paragraphs; format the overall appearance of a page; and create lists and tables.

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## Course Content

**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 (Optional)

**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