

## Microsoft Word 2016 Level 2

Length: 1 day(s) | Audience: Information Worker | Level: 2

### 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.

### COURSE OUTLINE

#### Lesson 1: Organizing Content Using Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Add an Excel Table to a Word Document (Optional)

#### Lesson 2: Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

#### Lesson 3: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

#### Lesson 4: Using Templates to Automate Document Formatting

- Create a Document Using a Template
- Create a Template
- Manage Templates with the Template Organizer

#### Lesson 5: Controlling the Flow of a Document

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

#### Lesson 6: Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

## Lesson 7: Using Mail Merge to Create Letters, Envelopes, and Labels

- The Mail Merge Feature
- Merge 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. To meet these prerequisites, you can take any one or more of the following courses:

- Microsoft® Office Word 2016: Part 1
- Using Microsoft® Windows® 10 or Microsoft® Windows® 10: Transition from Windows® 7

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