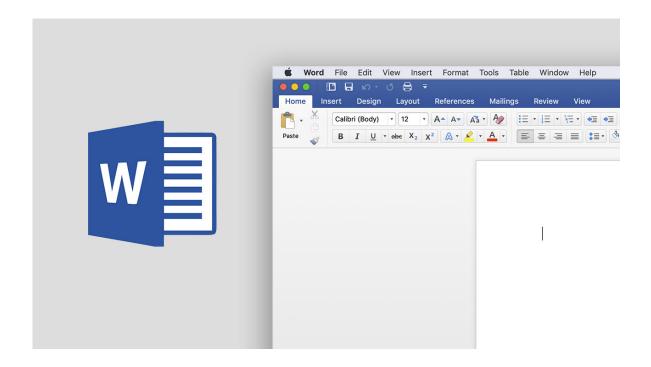


Document Generated: 05/06/2025 Learning Style: Virtual Classroom

Technology: Microsoft
Difficulty: Intermediate
Course Duration: 1 Day

## Microsoft Office Word 2016: Part 2



If you enroll in this course at the listed price, you receive a Free Official Exam Voucher (excluding purchases using Training Vouchers / SATV) for the MO-100 Exam. This course does not include Exam Voucher if enrolled within the Master Subscription, however, you can request to purchase the Official Exam Voucher separately.

#### **About this Course:**

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 Objectives:**

In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents.

- 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.

#### Audience:

 This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

## **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 course:

Microsoft®Office Word 2016: Part 1

#### **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 (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

#### **Credly Badge:**



# Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your Linkedin profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

Find Out More or See List Of Badges