



# Controlling the Flow of a Word 2016 Document

Course ID #: 7000-535-ZZ-Z

Hours: 2

## Course Content

### Course Description:

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.

### Target Student:

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.

### Topics:

#### Lesson 1: Controlling the Flow of a Document

##### Topic A: Control Paragraph Flow

- Paragraph Flow Options
- How to Control Paragraph Flow
- Controlling Paragraph Flow

##### Topic B: Insert Section Breaks

- Sections and Section Breaks
- Types of Section Breaks
- When to Use Section Breaks
- How to Insert Section Breaks
- Inserting Section Breaks

##### Topic C: Insert Columns

- Text Columns
- Text Column Options
- How to Insert Columns
- Inserting Columns

##### Topic D: Link Text Boxes to Control Text Flow

- Linked Text Boxes
- Insert Text from a File
- How to Link Text Boxes to Control Text Flow
- Linking Text Boxes to Control Text Flow