



Inserting Word 2016 Content Using Quick Parts

Course ID #: 7000-533-ZZ-Z

Hours: 1

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: Inserting Content Using Quick Parts

Topic A: Insert Building Blocks

- Quick Parts
- Building Blocks
- The Building Blocks Organizer Dialog Box
- How to Insert Building Blocks
- Inserting Building Blocks

Topic C: Insert Fields Using Quick Parts

- Fields
- Field Code Syntax
- The Field Dialog Box
- How to Insert Fields Using Quick Parts
- Inserting Fields Using Quick Parts

Topic B: Create and Modify Building Blocks

- The Create New Building Block Dialog Box
- Building Block Modification Options
- How to Create a New Building Block
- How to Modify an Existing Building Block
- Creating and Modifying Building Blocks