Course Content

Course Description:

In this course, you will cover more advanced features of Microsoft® Word. 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.

Note: Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using Word for the Web and OneDrive®. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

This course may be a useful component in your preparation for the Microsoft Word (Microsoft 365 Apps and Office 2019): Exam MO-100 and Microsoft Word Expert (Microsoft 365 Apps and Office 2019): Exam MO-101 certification exams.

Course Objectives:

Upon successful completion of this course students will be able to:

- 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.

Microsoft Word 365 Level 2

Course ID #: 7000-800-ZZ-Z

Hours: 7

Prerequisites:

To ensure your success, 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; formatting the overall appearance of a page; and creating lists and tables. To meet this prerequisite, you can take any one or more of the following courses:

Using Microsoft® Windows® 10 (Second Edition)
Microsoft® Word for Office 365™ Desktop or Online: Level 1

Target 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.

Topics:

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

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 and Modify 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: 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
- Use Mail Merge
- Merge Data for Envelopes and Labels

Register for this class by visiting us at:
www.tcworkshop.com or calling us at 800-639-3535