



Using Word 2016 Templates to Automate Document Formatting

Course ID #: 7000-534-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: Using Templates to Automate Document Formatting

Topic A: Create a Document Using a Template

- Templates in Word
- Template Categories
- Template Storage Locations
- How to Create a Document Using a Template
- Creating a Document Using a Template

Topic B: Create and Modify a Template

- Template Creation Options
- The Default Template Location
- How to Create a Template
- Creating a Template
- Template Modification
- How to Modify a Template
- Modifying a Template

Topic C: Manage Templates with the Template Organizer

- The Template Organizer
- How to Manage Templates with the Template Organizer
- Managing Templates with the Template Organizer