

## COURSE OUTLINE

### Microsoft Word 365: Part 2



DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Advanced	VILT/ILT	N/A	End User

### Course Overview

This intermediate-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level. By the end of this course, users should be comfortable with using tools such as styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also understand how to create complex documents using tables, charts, and various types of illustrations.

### Topics

#### Working with Tables and Charts

In the first lesson, students will learn about various ways to manage numerical data in Microsoft Word. We take a look at how to sort table data, control cell layout, perform calculations in a table, and how to display numerical data as a chart or equation.

- Sort Table Data

- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Modify a Chart

### **Customizing Formats Using Styles and Themes**

Next, we cover how to create and modify text styles, create styles for lists and tables, and then we will apply and customize document themes.

- Create and Modify Text Styles
- Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes
- Customize Document Themes

### **Using Images in a Document**

Students will learn all about working with images in a document in this lesson. The lesson wraps up with information on integrating pictures and text and adding supplementary items to a document, such as screenshots, videos, and captions.

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

### **Creating Custom Graphic Elements**

Several other types of graphics are discussed in this lesson, including text boxes, shapes, WordArt, and SmartArt.

- Create Text Boxes and Pull Quotes
- Format Text Boxes and Pull Quotes
- Draw Shapes
- Modify Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

### **Inserting Content Using Quick Parts**

This lesson takes a closer look at Building Blocks, particularly Quick Parts and fields.

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

### **Controlling Text Flow**

The four main techniques for controlling text flow are discussed in this lesson: setting paragraph options, using section breaks, formatting text as columns, and linking text boxes.

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

### **Using Templates**

Topics including creating, managing, modifying, and using template files are explored in this lesson.

- Create a Document Using a Template
- Create a Template

### **Using Mail Merge**

This lesson begins by discussing simple mail merges, moves on to creating envelopes and labels, and finishes by learning how to create a data source from scratch.

- Mail Merge Basics
- Perform a Mail Merge
- Merge Envelopes and Labels
- Create a Data Source Using Word

### **Using Macros**

The final lesson of this course looks at automating tasks using macros.

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- Automate Tasks Using Macros
- Create a Macro