Microsoft Word 365/2019/2016 Part 2: Styling and Automating

Duration: *1 Day(s)*

Course Overview

After you master the basics of using Microsoft® Word (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 through this level 2 course will make you a valued employee in your organization.

Review this course online at https://www.alta3.com/courses/MSFT*WRD*2019L2

Objectives

- Organize content using advanced tables and charts.
- Customize document formats with unique styles and themes.
- Automate document creation with templates and quick parts.
- Manage and simplify long documents using professional tools.

Who Should Attend

- Microsoft Word users
- Document specialists
- Office administrators
- Business professionals

Prerequisites

To ensure your success in this course, 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; format the overall appearance of a page; and create lists and tables.

Course Outline

Lesson 1: Organizing Content Using Tables and Charts

1. Sort Table Data
2. Control Cell Layout
3. Perform Calculations in a Table
4. Create a Chart
5. Add an Excel Table to a Word Document (Optional)

Lesson 2: Customizing Formats Using Styles and Themes

6. Create and Modify Text Styles
7. Create Custom List or Table Styles
8. Apply Document Themes

Lesson 3: Inserting Content Using Quick Parts

9. Insert Building Blocks
10. Create and Modify Building Blocks
11. Insert Fields Using Quick Parts

Lesson 4: Using Templates to Automate Document Formatting

12. Create a Document Using a Template
13. Create and Modify a Template
14. Manage Templates with the Template Organizer

Lesson 5: Controlling the Flow of a Document

15. Control Paragraph Flow
16. Insert Section Breaks
17. Insert Columns
18. Link Text Boxes to Control Text Flow

Lesson 6: Simplifying and Managing Long Documents

19. Insert Blank and Cover Pages
20. Insert an Index
21. Insert a Table of Contents
22. Insert an Ancillary Table
23. Manage Outlines
24. Create a Master Document

Lesson 7: Using Mail Merge to Create Letters, Envelopes, and Labels

25. The Mail Merge Feature
26. Merge Envelopes and Labels