



Microsoft Word 2016: Intermediate

Overview: In this course, students will learn to create and modify complex documents and use tools that allow them to customize those documents. Students will work with tables and charts, styles and themes, and learn how to insert content using quick parts. Students will learn how to use templates to automate document formatting, how to control the flow of a document, and simplify and manage long documents. Finally, students will learn how to use merge to create letters, envelopes and labels.

Prerequisites: To ensure success, students should have completed CMC's *Microsoft Office Word 2016: Introduction* course or possess equivalent knowledge.

Course Length: One Day

Course Content

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 (Optional)

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: Simplifying and 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

- The Mail Merge Feature
- Merge Envelopes and Labels