



Word 2016

Level 2

This instructor-led course covers a variety of features that will enhance your documents to look more professional. You will learn how to create consistent looking documents using the Templates and Styles feature, build tables to layout your pages more efficiently and add visual appeal by inserting and modifying pictures, creating cool graphics utilizing the SmartArt and WordArt graphic features. Finally, you will learn how to create a Mail Merge document for letters, labels and envelopes, create different Section Breaks for headers and footers in your document and track changes in workgroup collaboration.

These features will save you time and effort and enable you to create documents with pizzazz!

Lesson 1 - Templates and Styles

- Using Existing Templates
- Creating a Template
- Modifying a Template
- Applying Quick Styles
- Changing the Style Set
- Creating a Style Set
- Creating a New Style
- Modifying a Style
- Managing Styles

Lesson 2 - Columns and Tables

- Creating Columns
- Adding a Column Break
- Modifying Column Layout
- Creating a Table
- Inserting Rows and Columns
- Deleting Rows and Columns
- Modifying Table Borders
- Adjusting Column Width in a Table
- Adjusting Row Height in a Table
- Formatting a Table
- Merging and Splitting Cells
- Changing Text Orientation and Alignment
- Totaling Rows and Columns
- Converting Text to a Table
- Sorting Data in a Table
- Applying Cell Shading to a Table

Lesson 3 - Working with Graphics

- Adding a Picture from a file
- Inserting Online Images
- Adding Shapes
- Formatting Drawing Objects
- Resizing and Moving Objects
- Adjusting Graphics
- Cropping Images
- Applying Picture Styles to Images
- Applying Image Effects
- Inserting WordArt
- Using the Background Removal Tool
- Inserting SmartArt
- Inserting an Organization Chart
- Modifying an Organization Chart
- Taking a Screenshot

Lesson 4 - Using Mail Merge

- Setting up a Merge Letter
- Selecting Recipients from a Data Source
- Writing Your Letter
- Previewing your Letter
- Completing the Merge
- Creating a Recipient List
- Merging Labels
- Merging Envelopes

Lesson 5 - Working with Document Sections

- Inserting a Section Break
- Setting Section Margins and Page Orientation
- Modifying Section Headers and Footers
- Modifying Page Numbers in a Section Footer
- Removing a Section Break

Lesson 6 - Workgroup Collaboration

- Track Changes to a Document
- Accept/Reject Changes to a Document
- Compare and Merge Changes
- Inserting Comments into a Document
- Web Page Preview
- Saving a Document as a Web Page
- Inspecting Documents
- Checking Document Compatibility
- Checking Document Accessibility
- Password Protecting a Document