

# Microsoft Word Level 2 – Course Outline

## About This Course

Delegates should be able to use Microsoft Word to create, edit, format, save and print documents that contain text, basic tables and simple graphics. Delegates can obtain this level of skill by attending the Word 2016 Level 1 course.

## Target Audience

This course was designed for delegates who can already create and modify standard business documents and who need to learn how to use the more complex tools within Microsoft Word

## At Course Completion

After completing this course, students will be able to:

- ✓ Customise tables and charts
- ✓ Customise formatting with styles and themes
- ✓ Modify pictures in a document
- ✓ Create customised graphic elements
- ✓ Working with Quick Parts
- ✓ Perform a mail merge
- ✓ Advanced Headers and Footers
- ✓ Control text flow
- ✓ Use templates to automate document creation

## Course Content

### Working with Tables

- Create and navigate a table
- Enter text into a table
- Use table styles
- Hide and show gridlines
- Use the draw table feature
- Convert existing text into a table
- Insert quick tables
- Use formulae in tables
- Split cells
- Convert a table into text
- Create a table heading

### Editing a Table

- Select, inserting and delete rows and columns
- Merge cells
- Rotate text
- Align text

### Sorting Table Data

- Sort a table alphabetically, numerically and by date
- Sort a table by multiple columns

### Customising Formats Using Styles and Themes

- Create and modify text styles
- Create custom list or table styles
- Apply document themes

### Using Images in a Document

- Resize an image
- Adjust image appearance
- Integrate pictures and text
- Insert and format screenshots
- Insert media

### Using Chart Creation Features

- Create a chart
- Edit the datasheet
- Add a chart title
- Change the chart type
- Create a chart from Excel

### Creating Custom Graphic Elements

- Create text boxes and pull quotes
- Draw shapes
- Add WordArt and other text effects
- Create complex illustrations with SmartArt

### Inserting Content Using Quick Parts

- Insert building blocks
- Create and modify building blocks
- Insert fields using quick parts

### Controlling Text Flow

- Control paragraph flow
- Insert section breaks
- Advanced Headers and Footers
- Insert columns
- Link text boxes to control text flow

### Using Templates

- Create a document using a template
- Create a template from the Microsoft Site
- Applying a template

Course duration: one day