Intermediate Microsoft® Office Word 2010/2013 & 2016

In this course, you will expand your knowledge of Microsoft Word. You will work with tables and charts to organize and summarise data. You will use styles and themes to customise the look of your documents. You will add images and custom graphic elements to your documents to graphically show information. You will add building blocks of information and updatable fields to the document to improve efficiency. You will control how text flows around graphics, between paragraphs, and between pages, and use section, page, and column breaks in your documents. You will use templates to maintain consistency between documents. You will use the mail merge feature to customize and personalize content. Finally, you will create and use macros to automate tasks.

Course Content

Lesson 1: Working with Tables and Charts

Topic A: Sort Table Data
Topic B: Control Cell Layout
Topic C: Perform Calculations in a Table
Topic D: Create a Chart

Lesson 2: Customizing Formats Using Styles and Themes

Topic A: Create and Modify Text Styles
Topic B: Create Custom List or Table Styles
Topic C: Apply Document Themes

Lesson 3: Using Images in a Document

Topic A: Resize an Image
Topic B: Adjust Image Appearance
Topic C: Integrate Pictures and Text
Topic D: Insert and Format Screenshots
Topic E: Insert Video

Lesson 4: Creating Custom Graphic Elements

Topic A: Create Text Boxes and Pull Quotes
Topic B: Draw Shapes
Topic C: Add WordArt and Other Text Effects
Topic D: Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

Topic A: Insert Building Blocks
Topic B: Create and Modify Building Blocks
Topic C: Insert Fields Using Quick Parts

Lesson 6: Controlling Text Flow

Topic A: Control Paragraph Flow
Topic B: Insert Section Breaks
Topic C: Insert Columns
Topic D: Link Text Boxes to Control Text Flow

Duration: 1 Day

Methods of Delivery

- **Instructor Led Classroom Facilitated**
- **On-site Company Training**

Lesson 7: Using Templates

    Topic A: Create a Document Using a Template
    Topic B: Create a Template

Lesson 8: Using Mail Merge

    Topic A: The Mail Merge Features
    Topic B: Merge Envelopes and Labels
    Topic C: Create a Data Source Using Word

Lesson 9: Using Macros

    Topic A: Automate Tasks Using Macros
    Topic B: Create a Macro