

MICROSOFT OFFICE WORD 2016 – PART 2

This course is designed to help users who are familiar with Word's basic features take their skills to the next level. The topics covered include using tools like styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also learn how to create complex documents using tables, charts, and various types of illustrations.

Working with Tables and Charts

To begin the course, students will learn how to work with tables by sorting data, controlling cell layout, and performing calculations. Students will also learn how to create and modify charts.

Customizing Formats Using Styles and Themes

This lesson focuses on creating and modifying text, list, and table styles. Applying and customizing document themes will also be covered.

Using Images in a Document

This lesson will cover resizing images, adjusting image appearance, and integrating pictures and text. Adding screenshots and videos to a document are also discussed.

Creating Custom Graphic Elements

Several other types of graphics are covered in this lesson, including text boxes, shapes, WordArt, and SmartArt.

Inserting Content Using Quick Parts

This lesson takes a closer look at Building Blocks, particularly Quick Parts and fields.

Controlling Text Flow

This lesson covers four main techniques for controlling text flow: setting paragraph options, using section breaks, formatting text as columns, and linking text boxes.

Using Templates

This lesson explores how to create, modify, and manage templates.

Using Mail Merge

This lesson focuses on performing a mail merge. Information is also provided on creating a data source and merging envelopes and labels.

Using Macros

The final lesson of this course looks at automating tasks using macros.