

Microsoft Word Level 2

Course Length: 1 Day

Course Description

Overview: Go beyond the basics and take your knowledge of Microsoft Word to a whole new level. In this course you will learn about advanced formatting and styles, how to use mail merge for improved correspondence, and how to work with Tables of Content, as well as other Word features including diagrams, charts and graphics.

Prerequisites: Microsoft Word Level 1 or familiarity with Word's interface, basic text formatting, creating and formatting tables, saving, and printing documents.

Course Content

Lesson 1 – Advanced Formatting and Styles

- Modify paragraph indents
- Modify paragraph line spacing
- Understand and work with paragraph pagination
- Create tab stops
- Use basic styles
- Use themes and change a theme's color scheme

Lesson 2 – Creating a Table of Contents and Working with Long Documents

- Create and work with document sections
- Create and update a Table of Contents
- Add captions to figures and tables
- Add cross-references in a document
- Add footnotes and endnotes to a document

Course Content

Lesson 3 – Efficient and Personal Correspondence with Mail Merge

- Understand what mail merge is and how it works
- Locate a data source document
- Use data fields in a form letter
- Filter and sort the source data
- Merge source data into the mail merge document
- Create address labels

Lesson 4 – Showing instead of Telling with Diagrams, Charts and Advanced Graphics

- Work with smart art objects to create diagrams
- Create a chart
- Use an Excel chart in a Word document
- Utilize advanced formatting features for photographs in a Word document