



# Microsoft® Word 2016/365

## Intermediate

### Course Description

**Course Overview:** After you master the basics of using Microsoft® Word 2016 such as creating, editing, and saving documents; navigating through a document; and printing, you're ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization.

Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

**Target Student:** This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

**Prerequisites:** To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. In addition, you should be able to navigate and perform common tasks in Word, such as opening, viewing, editing, and saving documents; formatting text and paragraphs; format the overall appearance of a page; and create lists and tables. To meet these prerequisites, you can take any one or more of the following CompuTrain courses:

- Microsoft® Word 2016/365: Introduction
- Using Microsoft® Windows® 10 or Microsoft® Windows® 10: Transition from Windows® 7

### Course Objectives

In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents. You will:

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using quick parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.
- Use mail merge to create letters, envelopes, and labels.

### Course Content (continued on next page)



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### Course Content (continued from previous page)

#### Lesson 1: Organizing Content Using Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- **Topic E:** Add an Excel Table to a Word Document (Optional)

#### Lesson 2: Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

#### Lesson 3: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

#### Lesson 4: Using Templates to Automate Document Formatting

- Create a Document Using a Template
- Create and Modify a Template
- Manage Templates with the Template Organizer

#### Lesson 5: Controlling the Flow of a Document

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

#### Lesson 6: Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

#### Lesson 7: Using Mail Merge to Create Letters, Envelopes, and Labels

- The Mail Merge Feature
- Merge Envelopes and Labels

#### Appendix A: Microsoft Office Word 2016 Exam 77-725

#### Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

#### Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts