



Microsoft Word 2

Onsite or Virtual – 1 day, 8 hours – Optimum Class Size, 8-12

Training Description

In the Microsoft Word 2 training course, participants will learn how to create clear, professional documents that will give their organization a competitive edge. Participants will learn how to utilize templates and automated mailings which will help their organization improve efficiency, enhance productivity, and reduce expenses. This course is intended for administration professionals or anyone intending to improve their Microsoft Suite skills. Microsoft Word 2 can be delivered in person or virtually.

Training Objective

Participants will learn to create professional documents through the utilization of various features such as tables, templates, and Quick Parts.

Skill Attainment

- 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

Agenda

1 - ORGANIZING CONTENT USING TABLES AND CHARTS

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Add an Excel Table to a Word Document

2 - CUSTOMIZING FORMATS USING STYLES AND THEMES

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



3 - INSERTING CONTENT USING QUICK PARTS

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

4 - USING TEMPLATES TO AUTOMATE DOCUMENT FORMATTING

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

5 - CONTROLLING THE FLOW OF A DOCUMENT

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

6 - 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

7 - USING MAIL MERGE TO CREATE LETTERS, ENVELOPES, AND LABELS

- Use Mail Merge
- Merge Data for Envelopes and Labels