New Horizons®

Microsoft Word for Office 365 (Desktop or Online) – Part 2

Summary

Length: 8 hours Level: Experienced

After you master the basics of using Microsoft Word 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.

Learning Objectives

In this course, you will learn fundamental Word skills. 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 Outline

1. **Organizing Content Using 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
   Topic E- Add an Excel Table to a Word Document

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

3. **Inserting Content Using Quick Parts**

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

4. **Using Templates to Automate Document Formatting**

   Topic A- Create a Document Using a Template
   Topic B- Create and Modify a Template
   Topic C- Manage Templates with the Template Organizer

5. **Controlling the Flow of a Document**

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

6.   Managing Long Documents

Topic A- Insert Blank and Cover Pages
Topic B- Insert an Index
Topic C- Insert a Table of Contents
Topic D- Insert an Ancillary Table
Topic E- Manage Outlines
Topic F- Create a Master Document

7.   Using Mail Merge to Create Letters, Envelopes, and Labels

Topic A- Use Mail Merge
Topic B- Merge Data for Envelopes and Labels

Audience

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, 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; formatting the overall appearance of a page; and creating lists and tables. To meet this prerequisite, you can take any one or more of the following Logical Operations courses: Using Microsoft Windows 10 (Second Edition) Microsoft Word for Office 365 (Desktop or Online): Part 1