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Microsoft Word 2016 **Level 2 Training**

Overview & Learning Outcomes

This course aims to enhance existing skills by covering more specific documentation creation aspects such as working with multiple documents, formatting tables, tabs, lists, merging, section breaks, templates and more.

Upon successful completion of this course you should be able to:

- work with multiple documents
- create and format columns
- use formatting techniques to position text and paragraphs
- modify **Word** options
- work with document properties
- create and apply styles
- manage styles in a document or template
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert headers and footers into a document
- create and work with headers and footers in long and complex documents
- create and edit recipient lists
- perform a mail merge from scratch
- produce address labels from a mailing list
- customise mail merges
- draw and format shapes
- work extensively with shapes
- insert and work with text boxes
- manage and manipulate text boxes
- use table features to improve the layout and format of tables
- enhance and correct pictures

Prerequisites

Microsoft Word 2016 - Level 2 assumes a basic understanding of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Microsoft Word 2016 **Level 2 Training Course Outline**

Multiple Documents

Opening multiple documents
Switching between open documents
Arranging all
Viewing side by side
Synchronised scrolling
Resetting the window position

Columns

Understanding columns
Creating columns of text
Specifying column widths and spacing
Inserting column breaks

Formatting Techniques

Applying first line indents
Applying hanging indents
Applying right indents
Understanding pagination
Controlling widows and orphans
Keeping paragraphs together
Keeping lines together
Inserting a page break
Applying hyphenation to text
Hiding text
Inserting a drop cap
Understanding returns
Inserting hard and soft returns
Removing returns
Revealing formatting

Setting Word Options

Understanding word options
Personalising word
Setting display options
Understanding file locations

Setting file locations
Understanding save options
Setting save options

Document Properties

Understanding document properties
Viewing document properties
Specifying document properties
Viewing advanced properties
Inserting properties into a document
Updating document properties
Deleting document property data

Styles

Understanding styles
Applying paragraph styles
Applying character styles
Creating a quick style
Creating a paragraph style
Creating a character style
Applying custom styles

Style Techniques

Understanding the Modify Style dialog box
Selecting and updating styles
Renaming and deleting styles
Importing and exporting styles

Themes

Understanding themes
Applying a theme
Modifying theme colours
Modifying theme fonts
Creating a custom theme
Applying a theme to a template
Resetting a theme

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Templates

- Understanding templates
- Using a sample template
- Downloading an online template
- Creating a template
- Modifying a template
- Using a custom template
- Attaching a template to a document
- Copying styles between templates
- Creating a template from a template
- Tips for developing templates

Section Breaks

- Understanding section breaks
- Inserting a next page section break
- Inserting a continuous section break
- Inserting an even page section break
- Inserting an odd page section break

Headers and Footers

- Understanding headers and footers
- Inserting headers and footers
- Inserting a blank header
- Inserting a blank footer
- Switching between headers and footers
- Editing headers and footers
- Inserting page numbering
- Inserting date information

Header and Footer Techniques

- Headers and footers in long documents
- Adjusting header and footer positions
- Inserting first page headers and footers
- Inserting different odd and even pages
- Creating section headers and footers
- Unlinking section headers and footers

Mail Merge Recipient Lists

- Understanding recipient lists
- Creating a recipient list
- Customising the columns
- Adding records
- Deleting records

- Saving a recipient list
- Customising the columns
- Adding records
- Deleting records
- Saving a recipient list
- Opening a recipient list
- Editing a recipient list

Merging From Scratch

- Understanding merging from scratch
- Selecting the document type
- Selecting the recipients
- Inserting the date
- Inserting an address block
- Inserting the greeting line
- Typing the letter
- Inserting individual merge fields
- Previewing the merge
- Completing the merge

Merging to Labels

- Setting up mailing labels
- Completing mailing labels

Mail Merge Techniques

- Running a saved merge
- Excluding recipients
- Filtering recipients
- Sorting recipients
- Selecting another data source
- Applying an if then else rule
- Applying a fill in rule
- Challenge exercise
- Challenge exercise data

Shapes

- Understanding shapes
- Drawing shapes
- Selecting shapes
- Resizing shapes
- Moving shapes
- Aligning shapes
- Rotating shapes

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- Grouping shapes
- Deleting shapes
- Applying a fill to the drawing canvas
- Applying text wrapping to a canvas

Enhancing Shapes

- Applying shape styles
- Filling shapes
- Applying a solid fill to shapes
- Applying a gradient fill to a shape
- Applying a picture fill to a shape
- Changing shape outlines
- Applying an outline to shapes
- Changing shapes
- Inserting and formatting text
- Applying shadow effects
- Applying reflection effects
- Applying glow effects
- Softening and bevelling edges
- Applying 3D rotation effects

Text Boxes

- Understanding text boxes
- Inserting a preformatted text box
- Typing text into a text box
- Positioning a text box
- Resizing a text box
- Deleting a text box
- Drawing a text box
- Formatting a text box

Text Box Techniques

- Linking text boxes
- Modifying text box margins
- Changing text direction
- Applying effects to text boxes

Table Features

- Creating a table from text
- Aligning data in cells
- Displaying table gridlines

- Inserting formulas into a table
- Sorting table data
- Merging table cells
- Splitting table cells
- Understanding table properties
- Aligning tables
- Changing the direction of text
- Repeating heading rows
- Converting a table to text

Enhancing Pictures

- Understanding picture enhancements
- Removing a picture background
- Correcting pictures
- Colouring pictures
- Applying artistic effects
- Applying picture shadows and reflections
- Applying a glow effect
- Softening and bevelling edges
- Applying picture styles to images
- Repositioning pictures
- The format picture pane
- Cropping pictures accurately
- Changing the picture layout