

Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

Microsoft Word (Level 2)

Course Overview

After you master the basics of using Microsoft Word such as creating, editing, and saving documents; navigating through a document; and printing, you are 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.

Target Audience

This course is designed for delegates who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

Prerequisites

Prior knowledge of Microsoft Word or completion of Microsoft Word (Level 1) course.

Duration

- 1 Day



Course Outline

Module 1: Organising 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 (optional).

Module 2: Customising formats using styles and themes

- Create and modify text styles.
- Create custom list or table styles.
- Apply document themes.

Module 3: Inserting content using quick parts

- Insert building blocks.
- Create and modify building blocks.
- Insert fields using quick parts course outline.

Lesson 4: Using templates to automate document formatting

- Create a document using a template.
- Create 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.