Microsoft Word 2016 Intermediate

Course Details

Course Code: INF1611

Duration: 1 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Links:

- View this course on our website
- View the course schedule
- Enquire about this course

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Elements of this syllabus are subject to change.

About this course

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.

At Course Completion

After completing this course, students will 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.

Table of Contents

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

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
- 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
- Grouping Shapes
- Arranging 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
- Updating Formulas in 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 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