

ME-WRD365L2: MICROSOFT® WORD 365 LEVEL 2



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

INTRODUCTION

Welcome to the second part of our Microsoft Word 365 courseware. This intermediate-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level.

By the end of this course, users should be comfortable with using tools such as styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also understand how to create complex documents using tables, charts, and various types of illustrations.

The training delivery is based on the desktop application and not on the online/browser version of the application.

This one-day workshop will teach participants to:

- Work with Tables and Charts
- Customize Formats with Styles and Themes
- Use Images in a Document
- Create Custom Graphic Elements
- Insert Content Using Quick Parts
- Control Text Flow
- Use Templates, Mail Merge and Macro

AUDIENCE PROFILE

This intermediate-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level. This manual assumes the user has completed or understands the materials covered in the first part of the Microsoft Word 365: Part 1 courseware.

PREREQUISITES

This manual assumes that the user has completed the first level of our Microsoft Word 365 courseware, or has equivalent knowledge of the following topics:

- Using the various parts of the Microsoft Word interface
- Getting help in Microsoft Word
- Creating, opening, and saving a basic document
- Applying formatting to text
- Inserting tables and graphical objects
- Controlling paragraph and page layout using the tools on the Home tab, Layout tab, and Page Setup dialog box
- Proofing a document for errors
- Customizing the Microsoft Word environment

COURSE OBJECTIVES

- Working with Tables and Charts
- Customizing Formats Using Styles and Themes
- Using Images in a Document
- Creating Custom Graphic Elements
- Inserting Content Using Quick Parts
- Controlling Text Flow
- Using Templates
- Using Mail Merge
- Using Macros

COURSE CONTENT

Lesson 1: Course Overview

- Learning Objectives

Lesson 2: Working with Tables and Charts

TOPIC A: Sort Table Data

- Sorting Tables
- Activity 1-1: Sorting Table Data

TOPIC B: Control Cell Layout

- Cell Merging
- Cell Splitting
- Cell Alignment
- Text Direction
- Activity 1-2: Controlling Cell Layout

TOPIC C: Perform Calculations in a Table

- Formulas in Word
- Functions in Word
- Equations
- Activity 1-3: Performing Calculations in a Table

TOPIC D: Create a Chart

- Charts
- Chart Components
- Types of Charts
- Creating a Chart
- The Chart Tools Tabs
- Activity 1-4: Creating a Chart

TOPIC E: Modify a Chart

- Chart Quick Analysis Buttons
- Changing the Chart Type
- Editing Chart Data
- Saving a Chart as a Template
- The Caption Dialog Box
- Activity 1-5: Modifying a Chart
- Summary
- Review Questions

Lesson 3: Customizing Formats Using Styles and Themes

TOPIC A: Create and Modify Text Styles

- Types of Text Styles

- Applying Styles
- Character Spacing
- Activity 2-1: Creating Text Styles

TOPIC B: Modify Text Styles

- Custom Styles
- The Create New Style from Formatting Dialog Box
- Style Modification Options
- Assigning Keyboard Shortcuts to Styles
- Activity 2-2: Modifying Text Styles

TOPIC C: Create Custom List or Table Styles

- Tools for List Styles
- Tools for Table Styles
- Activity 2-3: Creating Custom List and Table Styles

TOPIC D: Apply Document Themes

- Applying Document Themes
- Changing the Style Set
- Creating Custom Style Sets
- Activity 2-4: Applying Document Themes

TOPIC E: Customize Document Themes

- The Document Formatting Group
- Creating Custom Colour Schemes
- Creating Custom Font Schemes
- Saving Custom Themes
- Activity 2-5: Customizing Document Themes
- Summary
- Review Questions

Lesson 4: Using Images in a Document

TOPIC A: Resize an Image

- Resizing Options
- Cropping Images

- The Background Removal Tool
- Compression Tools
- Activity 3-1: Resizing an Image

TOPIC B: Adjust Image Appearance

- The Adjust Group
- Corrections Options
- Colour Options
- Artistic Effects Options
- Transparency Options
- Applying Picture Styles
- Activity 3-2: Adjusting Image Appearance

TOPIC C: Integrate Pictures and Text

- Text Wrapping Styles
- Configuring Wrap Points
- Picture Positioning Options
- Rotating Images
- Adding Captions
- Activity 3-3: Integrating Pictures and Text

TOPIC D: Insert and Format Screenshots

- The Screenshot Tool
- Activity 3-4: Inserting and Formatting Screenshots

TOPIC E: Insert Video

- Video Links
- Inserting a Video
- Playing a Video
- Activity 3-5: Inserting a Video
- Summary
- Review Questions

Lesson 5: Creating Custom Graphic Elements

TOPIC A: Create Text Boxes and Pull Quotes

- Types of Text Boxes
- Inserting a Text Box with the Text Box Gallery
- Drawing a Text Box

- The Drawing Tools – Format Contextual Tab
- Activity 4-1: Creating Text Boxes

TOPIC B: Format Text Boxes and Pull Quotes

- Applying Text Box Styles
- Formatting Text Boxes
- Applying Shadow and 3-D Effects
- Changing Text Direction
- Saving the Selection to the Text Box Gallery
- Activity 4-2: Formatting Text Boxes

TOPIC C: Draw Shapes

- Shapes in Word
- Types of Shapes
- Applying Shape Styles
- Resizing Shapes
- The Drawing Canvas
- Activity 4-3: Drawing Shapes

TOPIC D: Modify Shapes

- Text Wrapping Styles
- Configuring Wrap Points
- Positioning Options
- Adding Text to a Shape
- Formatting Text in a Shape
- Adding Captions
- Activity 4-4: Formatting Shapes

TOPIC E: Add WordArt and Other Text Effects

- WordArt
- Drop Caps
- Activity 4-5: Adding WordArt and Other Text Effects

TOPIC F: Create Complex Illustrations with SmartArt

- SmartArt Graphics
- The Choose a SmartArt Graphic Dialog Box
- Adding Text and Images to the Diagram
- SmartArt Graphic Categories
- The SmartArt Tools Contextual Tabs
- Activity 4-6: Creating Complex Illustrations with SmartArt
- Summary
- Review Questions

Lesson 6: Inserting Content Using Quick Parts

TOPIC A: Insert Building Blocks

- Quick Parts
- Building Blocks
- The Building Blocks Organizer Dialog Box
- Activity 5-1: Inserting Building Blocks and Quick Parts

TOPIC B: Create and Modify Building Blocks

- The Create New Building Blocks Dialog Box
- Building Block Modification Options
- Copying Building Blocks Between Documents
- Activity 5-2: Creating and Modifying Building Blocks

TOPIC C: Insert Fields Using Quick Parts

- Fields
- Field Code Syntax
- The Field Dialog Box
- Activity 5-3: Inserting Fields Using Quick Parts
- Summary
- Review Questions

Lesson 7: Controlling Text Flow

TOPIC A: Control Paragraph Flow

- Paragraph Flow Options
- Activity 6-1: Controlling Paragraph Flow

TOPIC B: Insert Section Breaks

- Sections and Section Breaks
- When to Use Section Breaks
- Inserting a Section Break
- Types of Section Breaks
- Creating Section Titles
- Activity 6-2: Inserting Section Breaks

TOPIC C: Insert Columns

- Text Columns
- Text Column Options
- Activity 6-3: Inserting Columns

TOPIC D: Link Text Boxes to Control Text Flow

- Linked Text Boxes
- Inserting Text from a File
- Activity 6-4: Linking Text Boxes
- Summary
- Review Questions

Lesson 8: Using Templates

TOPIC A: Create a Document Using a Template

- Templates in Word
- Creating a Document from a Template
- Viewing Personal Templates
- Template Storage Locations
- Activity 7-1: Creating a Document Using a Template

TOPIC B: Create a Template

- Creating a New Template
- Modifying a Template
- Attaching a Template to a Document
- Managing Templates with the Organizer
- The Default Template Location

- Activity 7-2: Creating a Template
- Summary
- Review Questions

Lesson 9: Using Mail Merge

TOPIC A: Mail Merge Basics

- Mail Merge
- Mail Merge Fields
- Mail Merge Rules
- Data Sources
- The Mailings Tab
- Activity 8-1: Mail Merge Basics

TOPIC B: Perform a Mail Merge

- The Mail Merge Process
- The Mail Merge Wizard and Related Dialog Boxes
- Opening a Mail Merge Document with a Data Source Attached
- Unlinking a Data Source
- Activity 8-2: Performing a Mail Merge

TOPIC C: Merge Envelopes and Labels

- Merge Options for Envelopes and Labels
- Creating a Single Envelope or Label
- Set Up a Return Address
- Activity 8-3: Merging Envelopes and Labels

TOPIC D: Create a Data Source Using Word

- Data Sources
- Data Guidelines
- Creating a Data Source Using Word
- Activity 8-4: Creating a Data Source Using Word
- Summary
- Review Questions

Lesson 10: Using Macros

TOPIC A: Automate Tasks Using Macros

- Macros
- The Developer Tab
- The Macros Dialog Box
- Macro Security
- Macro Security Components
- Activity 9-1: Automating Tasks Using Macros

TOPIC B: Create a Macro

- The Record Macro Dialog Box
- Creating Keyboard Shortcuts for Macros
- Assigning Macros to Buttons
- Managing Macros with the Organizer
- Visual Basic for Applications
- Activity 9-2: Creating a Macro
- Summary
- Review Questions

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.