



Microsoft® Word (Level 2)

Description: Highlights of the course include working with templates, headers, and footers; using the new Navigation Pane; and using the Mail Merge Wizard. By the end of this manual, users should be comfortable with making more complex documents.

Lesson 1: Managing Lists

- Sort a List
- Renumber a List
- Customize a List

Lesson 2: Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

Lesson 3: Creating Customized Formats with Styles and Themes

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and Customized
- Document Themes

Lesson 4: Modifying Pictures

- Resize a Picture
- Adjust the Picture Appearance Settings
- Wrap Text Around a Picture
- Insert and Format Screenshots in a Document

Lesson 5: Creating Customized Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special
- Effects to Text
- Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

- Create a Document Based on a Template
- Create a Template

Lesson 9: Automating the Mail Merge

- Use the Mail Merge Feature
- Merge Envelopes and Labels
- Create a Data Source Using Word

Lesson 10: Using Macros to Automate Tasks

- Automate Tasks Using Macros
- Create a Macro Control Page Layout
- Preview and Print a Document