

Microsoft Office 2016 Word – Intermediate Series!

Description

This course covers the intermediate functions and features of Word 2016. In this series students will learn about organizing with tables and charts, customizing with styles and themes, and controlling the flow of a document. Students will learn to use Quick Parts and templates to automate document formatting. Students will also learn to manage long documents and use Mail Merge to create letters, envelopes, and labels.

Course Modules:

Module 01: Organizing Content Using Tables and Charts

(Duration: 41m)

1. Workbook
2. Topic A: Sort Table Data
3. Demo – Sorting Table Data
4. Single-Level Sort
5. Topic B: Control Cell Layout

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6. Merged Table Cells
7. Merged Title Row and Category Cells
8. Demo – Controlling Cell Layout
9. Topic C: Perform Calculations in a Table
10. Formula Examples
11. Number Format Masks
12. Formula Arguments
13. Equations
14. Ink Equations
15. Demo – Performing Calculations in a Table
16. Topic D: Create a Chart
17. Chart Components as Seen in a Bar Chart
18. Chart Types
19. The Chart in Microsoft Word Window
20. Chart Tools
21. The Caption Dialog Box
22. Demo – Creating a Chart
23. Topic E: Add an Excel Table to a Word Document
24. Copying and Pasting an Excel Table
25. The Object Dialog Box
26. Chapter 01 Review
27. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02: Customizing Formats Using Styles and Themes

(Duration: 34 m)

1. Workbook
2. Topic A: Create and Modify Text Styles
3. Built-In Style Examples
4. Styles on the Ribbon
5. Styles Task Pane Launcher

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6. The Styles Task Pane
7. Linked Style
8. Heading and Subheading Styles
9. Kerning
10. The Create New Style from Formatting Dialog Box
11. Create New Style from Formatting
12. Modify a Style from the Styles Pane
13. Style Sets
14. Demo- Creating and Modifying Text Styles
15. Topic B: Create Custom List or Table Styles
16. Creating a New List Style
17. Creating a New Table Style
18. Demo- Creating and Modifying List and Table Styles
19. Topic C: Apply Document Themes
20. Themes Gallery
21. The Save Current Theme Dialog Box
22. Custom Color Sets
23. Custom Font Sets
24. Guidelines for Formatting a Word Document
25. Demo- Applying Document Themes
26. Chapter 02 Review
27. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 03: Inserting Content Using Quick Parts

(Duration: 28 m)

1. Workbook
2. Topic A: Insert Building Blocks
3. Quick Parts Menu
4. Building Blocks Organizer
5. Building Blocks Pane Columns
6. Demo- Inserting Building Blocks
7. Topic B: Create and Modify Building Blocks
8. The Create New Building Block Dialog Box

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9. Demo- Creating and Modifying Building Blocks
10. Topic C: Insert Fields Using Quick Parts
11. Field Codes and Field Values
12. Field Code Syntax
13. The Field Dialog Box
14. Field Dialog Box Showing Field Codes
15. Field Code Categories
16. Demo- Inserting Fields Using Quick Parts
17. Chapter 03 Review
18. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 04: Using Templates to Automate Document Formatting

(Duration: 24 m)

1. Workbook
2. Topic A: Create a Document Using a Template
3. Word Templates
4. Filter Templates by Category
5. Template Storage Locations
6. Template and Template-Based Document
7. Demo – Creating a Document Using a Template
8. Topic B: Create a Template
9. Save a File as a Template
10. MacroButton Syntax
11. Demo – Creating a Template
12. Demo – Modifying a Template
13. Topic C: Manage Templates with the Template Organizer
14. The Template Organizer
15. Demo – Managing Templates with the Template Organizer
16. Chapter 04 Review
17. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 05: Controlling the Flow of a Document

(Duration: 34 m)

1. Workbook
2. Topic A: Control Paragraph Flow
3. Paragraph Flow Control
4. Demo – Controlling Paragraph Flow
5. Topic B: Insert Section Breaks
6. Section Breaks
7. A Section Break
8. Demo – Inserting Section Breaks
9. Topic C: Insert Columns
10. Columns with Column Breaks
11. The Columns Dialog Box with Custom Options Set
12. Demo – Inserting Columns
13. Topic D: Link Text Boxes to Control Text Flow
14. Linked Text Boxes
15. Demo – Linking Text Boxes to Control Text Flow
16. Chapter 05 Review
17. Review Quiz (Number of attempts allowed: Unlimited)

Module 06: Simplifying and Managing Long Documents

(Duration: 45 m)

1. Workbook
2. Topic A: Insert Blank and Cover Pages
3. Demo – Inserting Cover and Blank Pages

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4. Topic B: Insert an Index
5. The Index Dialog Box
6. The Mark Index Entry Dialog Box
7. Concordance File
8. Demo – Indexing a Document
9. Topic C: Insert a Table of Contents
10. The Table of Contents Dialog Box
11. The Mark Table of Contents Entry Dialog Box
12. Demo – Inserting a Table of Contents
13. Topic D: Insert an Ancillary Table
14. The Table of Figures Dialog Box
15. Demo – Inserting a Table of Figures
16. The Mark Citation Dialog Box
17. The Table of Authorities Dialog Box
18. Demo – Adding a Table of Authorities
19. Topic E: Manage Outlines
20. Outline View
21. Demo – Creating and Organizing an Outline
22. Topic F: Create a Master Document
23. Master Document
24. Demo – Creating a Master Document
25. Chapter 06 Review
26. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 07: Using Mail Merge to Create Letters, Envelopes, and Labels

(Duration: 31 m)

1. Workbook
2. Topic A: The Mail Merge Feature
3. Mail Merge Fields and Merge Results
4. Data Source in a Word Table
5. Mail Merge Fields

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6. Matching Mail Merge Fields
7. The Insert Greeting Line Dialog Box
8. More Items Mail Merge Fields
9. Mail Merge IF Rule
10. Mail Merge Data Sources
11. Mail Merge Process
12. The Mailings Tab
13. Mail Merge Wizard Steps
14. The Insert Merge Field Dialog Box
15. The Mail Merge Recipients Dialog Box
16. SQL Warning Message
17. Demo – Performing a Mail Merge
18. Topic B: Merge Envelopes and Labels
19. Envelope with Merge Fields and Merge Results
20. Demo – Merging Label Data
21. Chapter 07 Review
22. Course Closure
23. **Review Quiz (Number of attempts allowed: Unlimited)**

This course includes

- On-demand video
- 8 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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