

Microsoft Word Level II

Concentrates on more advanced skills, including: managing lists, customizing tables, charts and formats, using styles and themes, modifying pictures, creating customized graphic elements, inserting content, controlling text flow, and using templates, mail merges and macros.

Group classes in NYC and on-site training is available for this course.

For more information, email nyc@careercenters.com or visit: careercenters.com/courses/word-expert-l2



nyc@careercenters.com • [212-684-5151](tel:212-684-5151)

Course Outline

Organizing 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)

Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

Inserting Content Using Quick Parts

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

Using Templates to Automate Document Formatting

- Create a Document Using a Template
- Create a Template
- Manage Templates with the Template Organizer

Controlling the Flow of a Document

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns

- Link Text Boxes to Control Text Flow

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

Using Mail Merge to Create Letters, Envelopes, and Labels

- The Mail Merge Feature
- Merge Envelopes and Labels