

# 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 onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.careercenters.com/courses/word-expert-12>



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## Course Outline

### Working with Themes

- Apply a Themes
- Change Theme Colors
- Change Theme Font
- Modify a Theme

### Building Blocks

- Insert Building Blocks
- Save Auto Text
- Insert AutoText
- Insert Graphics/Shapes as AutoText
- Fields
- Insert Document Property
- Insert a Field
- View/Edit a Building Block

### Pagination Options

- Pagination
- Widow/Orphan Control
- Keep with Next
- Keep Lines Together
- Page Break Before

### Text Boxes

- Insert a Text Box
- Linking Text Boxes

## **Document References**

- Insert a Caption
- Insert a Cross Reference
- Insert a Footnote
- Enter Sources
- Insert a Citation
- Manage Sources
- Works Cited, References, or Bibliographies
- Insert a Reference Page
- Mark an Index Entry
- Insert an Index

## **Using Mail Merge**

- Start Mail Merge
- Choose Recipients
- Insert an address block
- Preview Results
- Finish and Merge
- Step-by-Step Mail Merge Wizard

## **Mark Up a Document**

- Enable Track Changes
- Display for Review
- Show Markup

## **Review Markups**

- Reviewing Pane
- Accept Change
- Reject Change
- Compare Documents
- Combine Revisions from Separate Documents

## **Picture Tools**

- Text Wrapping Options
- Square Text Wrapping
- Top and Bottom Text Wrap
- Behind Text Wrap
- Transparency
- Remove Background
- Word Art
- Smart Art

## **Form Controls**

- Create a Form
- Enable the Developer tab
- Insert a Check box field

- Insert a Combo box field
- Form Field Options

### **Protecting Documents**

- Open in Read-Only
- Enable Document Password