

# 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.

## 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

## Contact

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