

Word - Part 2

Price
R2 199

Duration
1 Day

Delivery Methods
Virtual/Online



Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certification exams.

Course Objectives

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using Quick Parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.
- Use mail merge to create letters, envelopes, and labels.

Agenda

1 - 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

2 - CUSTOMIZING FORMATS USING STYLES AND THEMES

- Create and Modify Text Styles

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- Create Custom List or Table Styles
- Apply Document Themes

3 - INSERTING CONTENT USING QUICK PARTS

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

4 - USING TEMPLATES TO AUTOMATE DOCUMENT FORMATTING

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

5 - CONTROLLING THE FLOW OF A DOCUMENT

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

6 - 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

7 - USING MAIL MERGE TO CREATE LETTERS, ENVELOPES, AND LABELS

- Use Mail Merge
- Merge Data for Envelopes and Labels