



Microsoft Word 2016

Level 2 (Intermediate)

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:

This One day course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, styles, merging, section breaks, templates and more.

What You Will Learn:

At the completion of this course participants will be able to:

- work with multiple documents
- create and format columns
- use formatting techniques to position text and paragraphs
- modify *Word* options
- work with document properties
- create and apply styles
- manage styles in a document or template
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert headers and footers into a document
- create and work with headers and footers in long and complex documents
- create and edit recipient lists
- perform a mail merge from scratch
- produce address labels from a mailing list
- customise mail merges
- draw and format shapes
- work extensively with shapes
- insert and work with text boxes
- manage and manipulate text boxes
- use table features to improve the layout and format of tables
- enhance and correct pictures

How You Will Benefit:

This course will enable you to produce professional-looking documents that are guaranteed to make an impact. The course is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.



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Course Content

The course covers:

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side by Side
- Synchronised Scrolling
- Resetting the Window Position
- Challenge Exercise
- Challenge Exercise Sample

Columns

- Understanding Columns
- Creating Columns of Text
- Specifying Column Widths and Spacing
- Inserting Column Breaks
- Challenge Exercise
- Challenge Exercise Sample

Formatting Techniques

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows and Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting a Page Break
- Applying Hyphenation to Text
- Hiding Text
- Inserting a Drop Cap
- Understanding Returns
- Inserting Hard and Soft Returns
- Removing Returns
- Revealing Formatting
- Challenge Exercise
- Challenge Exercise Sample

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options
- Challenge Exercise
- Challenge Exercise Sample

Document Properties

- Understanding Document Properties
- Viewing Document Properties
- Specifying Document Properties
- Viewing Advanced Properties
- Inserting Properties Into a Document
- Updating Document Properties
- Deleting Document Property Data
- Challenge Exercise
- Challenge Exercise Sample

Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Applying Custom Styles
- Challenge Exercise
- Challenge Exercise Sample

Style Techniques

- Understanding the Modify Style Dialog Box
- Selecting and Updating Styles
- Renaming and Deleting Styles
- Importing and Exporting Styles
- Challenge Exercise
- Challenge Exercise Sample

Themes

- Understanding Themes
- Applying a Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Creating a Custom Theme
- Applying a Theme to a Template
- Resetting a Theme
- Challenge Exercise
- Challenge Exercise Sample

Templates

- Understanding Templates
- Using a Sample Template
- Downloading an Online Template
- Creating a Template
- Modifying a Template
- Using a Custom Template

- Attaching a Template to a Document
- Copying Styles Between Templates
- Creating a Template From a Template
- Tips for Developing Templates
- Challenge Exercise
- Challenge Exercise Sample

Section Breaks

- Understanding Section Breaks
- Inserting a Next Page Section Break
- Inserting a Continuous Section Break
- Inserting an Even Page Section Break
- Inserting an Odd Page Section Break
- Challenge Exercise
- Challenge Exercise Sample

Headers and Footers

- Understanding Headers and Footers
- Inserting Headers and Footers
- Inserting a Blank Header
- Inserting a Blank Footer
- Switching Between Headers and Footers
- Editing Headers and Footers
- Inserting Page Numbering
- Inserting Date Information
- Challenge Exercise
- Challenge Exercise Sample

Header and Footer Techniques

- Headers and Footers in Long Documents
- Adjusting Header and Footer Positions
- Inserting First Page Headers and Footers
- Inserting Different Odd and Even Pages
- Creating Section Headers and Footers
- Unlinking Section Headers and Footers
- Challenge Exercise
- Challenge Exercise Sample



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Mail Merge Recipient Lists

- Understanding Recipient Lists
- Creating a Recipient List
- Customising the Columns
- Adding Records
- Deleting Records
- Saving a Recipient List
- Opening a Recipient List
- Editing a Recipient List
- Challenge Exercise
- Challenge Exercise Data

Merging From Scratch

- Understanding Merging From Scratch
- Selecting the Document Type
- Selecting the Recipients
- Inserting the Date
- Inserting an Address Block
- Inserting the Greeting Line
- Typing the Letter
- Inserting Individual Merge Fields
- Previewing the Merge
- Completing the Merge
- Challenge Exercise
- Challenge Exercise Sample

Merging to Labels

- Setting Up Mailing Labels
- Completing Mailing Labels
- Challenge Exercise
- Challenge Exercise Workspace

Mail Merge Techniques

- Running a Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting Another Data Source
- Applying an if Then Else Rule
- Applying a Fill in Rule
- Challenge Exercise
- Challenge Exercise Data

Shapes

- Understanding Shapes

- Drawing Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Deleting Shapes
- Applying a Fill to the Drawing Canvas
- Applying Text Wrapping to a Canvas
- Challenge Exercise
- Challenge Exercise Sample

Enhancing Shapes

- Applying Shape Styles
- Filling Shapes
- Applying a Solid Fill to Shapes
- Applying a Gradient Fill to a Shape
- Applying a Picture Fill to a Shape
- Changing Shape Outlines
- Applying an Outline to Shapes
- Changing Shapes
- Inserting and Formatting Text
- Applying Shadow Effects
- Applying Reflection Effects
- Applying Glow Effects
- Softening and Bevelled Edges
- Applying 3D Rotation Effects
- Challenge Exercise
- Challenge Exercise Sample

Text Boxes

- Understanding Text Boxes
- Inserting a Preformatted Text Box
- Typing Text Into a Text Box
- Positioning a Text Box
- Resizing a Text Box
- Deleting a Text Box
- Drawing a Text Box
- Formatting a Text Box
- Challenge Exercise
- Challenge Exercise Sample

Text Box Techniques

- Linking Text Boxes
- Modifying Text Box Margins
- Changing Text Direction
- Applying Effects to Text Boxes
- Challenge Exercise
- Challenge Exercise Sample

Table Features

- Creating a Table From Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas into a Table
- Updating Formulas in a Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Understanding Table Properties
- Aligning Tables
- Changing the Direction of Text
- Repeating Heading Rows
- Converting a Table to Text
- Challenge Exercise
- Challenge Exercise Sample

Enhancing Pictures

- Understanding Picture
- Enhancements
- Removing a Picture Background
- Correcting Pictures
- Colouring Pictures
- Applying Artistic Effects
- Applying Shadows and Reflections
- Applying a Glow Effect
- Softening and Bevelled Edges
- Applying Picture Styles to Images
- Repositioning Pictures
- The Format Picture Pane
- Cropping Pictures Accurately
- Changing the Picture Layout
- Challenge Exercise
- Challenge Exercise Sample



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What You Take Away:

At the completion of the course, you get to take away the extensive coursebook for future reference.

What You Need To Know:

Before you attend this course, you should know how to create a Word document, apply character, paragraph and page formatting. You should also know how to insert and modify tables as well apply borders and shading to a document. (Any participant who does not have this knowledge may be asked to leave the course).

Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

Which Course Next?:

Word 2016 Level 3.

Dates & Times:

Please refer to separate workshop schedule.

**Course Policies
Warranty:**

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course