COURSE SYLLABUS

Microsoft Word Level II

Take your Microsoft Word expertise to the next level by mastering advanced features that streamline your workflow. You'll discover how to automate tasks with mail merges, manage citations and indexes, insert cross-references, and utilize building blocks.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/word-expert-l2



nyc@careercenters.com • (212) 658-1918

Course Outline

Working with Themes

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

Building Blocks

- Insert Building Blocks
- Save AutoText
- 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
- WordArt
- SmartArt

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