

Microsoft Word Level II

Advance your career with training in Microsoft Word's most advanced functions and features.

Automate useful tools like mail merge. Record tasks and write macros to save time. Create custom document styles and templates to improve productivity within your entire team. By the end of this course, you'll master advanced techniques that expedite your workflow. If you use Microsoft Word daily, this course provides essential training in everything you need to know.

Group classes in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit training-nyc.com/courses/word-expert-l2 or email contact@nyimtraining.com

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