Microsoft® Office Word 2019: Part 2

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

*Certification: Microsoft Office Specialist (MOS) Word Expert 2019 — **Exam:** MO-100 OR **Expert Exam:** MO-101*

Course Description

After the basics of creating, editing, and printing Microsoft® Word documents have been mastered, it is time to move on to tackling the more advanced features. In this course, participants will work with features such as formats, styles, and templates to create professional documents with a consistent look and feel. They will also add visual interest to their documents using the tables and charts features. Then, participants will learn about Quick Parts and templates to provide efficiency and consistency when adding content as well as learn how long complex documents can be simplified and managed in Master Documents. Finally, participants will use the mail merge feature to automate sending individual letters to customers. Participants should note that mastering these techniques will help make them a valued employee in your organization.

Target Audience

This course is intended for:

- Persons who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

Prerequisites

To attend this course, candidates must have:

- Completed all the following courses or possess equivalent knowledge:
  - *Using Microsoft® Windows® 10*
  - *Microsoft® Office Word 2019: Part 1*

Microsoft Partner

Tel: 876-978-1107 / 876-978-1486
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Accredited Training Center
EC-Council

Exam Details

Exam Code:	• MO-100 / MO-101
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice

Course Objectives

Upon successful completion of this course, attendees will be able to:

- 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.

Course Topics

Module 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 (Optional)

Module 2: Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

Microsoft Partner

Tel: 876-978-1107 / 876-978-1486
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Course Topics *Continued*

Module 3: Inserting Content Using Quick Parts
- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

Module 4: Using Templates to Automate Document Formatting
- Create a Document Using a Template
- Create and Modify a Template
- Manage Templates with the Template Organizer

Module 5: Controlling the Flow of a Document
- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Module 6: 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

Module 7: Using Mail Merge to Create Letters, Envelopes, and Labels
- Use Mail Merge
- Merge Envelopes and Labels

ACTIVITIES INCLUDED

Tel: 876-978-1107 / 876-978-1486
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Microsoft Partner