



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Microsoft® Office Word 2016: Part 2

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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**Certification:** Microsoft Office Specialist (MOS) Word (Expert)  
2016 — **Exam:** 77-725 OR **Expert Exam:** 77-726

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## Course Description

After you master the basics of using Microsoft Word 2016, you're ready to move on to tackling the more advanced features. These features enable persons to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization. This course will introduce participants to these advanced features as well as help them master the techniques for implementing them.

## Target Audience

This course is intended for:

- Persons who wish to use Microsoft Word 2016 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 the Microsoft Office Word 2016: Part 1 course or have equivalent knowledge and skills.



## Exam Details

<b>Exam Code:</b>	• 77-725 & 77-726
<b>Length of Exam:</b>	• 90 Minutes
<b>Number of Questions:</b>	• 40-60
<b>Passing Score:</b>	• 70%
<b>Question Format:</b>	• Multiple Choice and Multi-Response

## 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



## 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

- The Mail Merge Feature
- Merge Envelopes and Labels

## ACTIVITIES INCLUDED