Microsoft® Word for Office 365™ (Desktop or Online): Part 2

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

*Certification: Microsoft Office Specialist: Word Associate **and** or Expert (Word 365 and Word 2019) — **Exam:** MO-100 **and** or MO-101: Microsoft Word (Word 365 and Word 2019)*

Course Description

After you master the basics of using Microsoft® Word for Office 365™ such as creating, editing, and saving documents; navigating through a document; and printing, you're ready to move on to tackling the more advanced features. These features enable you 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. Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

ⓘ**Note:** The focus of this training will use the desktop version of the software as most Office 365™ users perform many of their daily tasks there. However, the course material will enable participants to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes a brief coverage of key skills for using Word for the Web and OneDrive. Helpful notes will point out cases where the online version of the application may function differently from the desktop version.

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.
- Persons who wish to prepare for the certification exam(s).

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Prerequisites

To attend this course, candidates must have:

- End-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser.
- The ability to navigate and perform common tasks in Word, such as opening, viewing, editing, and saving documents; formatting text and paragraphs; formatting the overall appearance of a page; and creating lists and tables.

-OR-

- To obtain this level of skills and knowledge, candidates must have completed all the following courses:
    - *Using Microsoft® Windows® 10*
    - *Microsoft® Word for Office 365™ (Desktop or Online): Part 1*

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

Module 2: Customizing Formats Using Styles and Themes

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

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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: 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 Data for Envelopes and Labels

ACTIVITIES INCLUDED

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