



Course Description: This course is the second in a series of three Microsoft® Office Word courses. You will learn to create complex documents in Microsoft® Word by adding components, such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word efficiency tools. This Word course is designed for persons who create and modify standard business documents in Microsoft® Word and who need to learn how to use the program to create or modify complex business documents.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to create, edit, and enhance standard business documents using Microsoft® Office Word.

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

- Customize tables and charts
- Modify pictures in a document
- Create customized graphic elements
- Insert content using Quick Parts
- Create and Manage Headers and Footers
- Create a Table of Contents
- Create and manage Styles

Prerequisite: Microsoft® Word Level 1 or comparable Word experience.

Course Outline

Insert Content Using Quick Parts

- Create a Quick Part
- Add Quick Parts to a document
- Use the Building Blocks Organizer

Customize Tables

- Create a table
- Use table features
- Insert/delete rows and columns
- Sort table data
- Apply borders and shading
- Using the border painter

Customize Graphic Elements

- Insert Word Art, Online Pictures (Clip Art), Pictures
- Use advanced layout options
- Creating watermarks

Headers and Footers

- Creating custom Headers and Footers
- Utilizing pre-built Headers and Footers

Customize Drawing Objects

- Create a drawing object
- Apply fill color/3-D effects
- Resize/format/change object
- Use Smart Art

Use Chart Creation Features

- Create a chart (*in Word and from Excel*)
- Edit datasheet and chart type

Use Themes and Styles

- Apply a style
- Create/modify a Style
- Alternating Headers and Footers in sections

Create a Table of Contents

- Preparing data to use in Table of Contents
- Automating Table of Contents creation
- Updating Table of Contents