APPLIED TECHNOLOGY ACADEMY

800.674.3550
Info@AppliedTechAc.com
AppliedTechnologyAcademy.com

Microsoft Word for Office 365 – Part 2 Training

Microsoft Authorized Training · Applied Technology Academy

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.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Intermediate	**1 Day**	**1 year: Office Part 1**	**$45,000**	**Yes**

Course Overview

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. In this course, you will learn fundamental Word skills.

You will:

- 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 Outline

- **Lesson 1: Organizing Content Using Tables and Charts**
  - Topic A: Sort Table Data
  - Topic B: Control Cell Layout
  - Topic C: Perform Calculations in a Table
  - Topic D: Create a Chart
  - Topic E: Add an Excel Table to a Word Document (Optional)
- **Lesson 2: Customizing Formats Using Styles and Themes**
  - Topic A: Create and Modify Text Styles
  - Topic B: Create Custom List or Table Styles

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  - Topic C: Apply Document Themes
- **Lesson 3: Inserting Content Using Quick Parts**
  - Topic A: Insert Building Blocks
  - Topic B: Create and Modify Building Blocks
  - Topic C: Insert Fields Using Quick Parts
- **Lesson 4: Using Templates to Automate Document Formatting**
  - Topic A: Create a Document Using a Template
  - Topic B: Create a Template
- **Lesson 5: Controlling the Flow of a Document**
  - Topic A: Control Paragraph Flow
  - Topic B: Insert Section Breaks
  - Topic C: Insert Columns
  - Topic D: Link Text Boxes to Control Text Flow
- **Lesson 6: Simplifying and Managing Long Documents**
  - Topic A: Insert Blank and Cover Pages
  - Topic B: Insert an Index
  - Topic C: Insert a Table of Contents
  - Topic D: Insert an Ancillary Table
  - Topic E: Manage Outlines
  - Topic F: Create a Master Document
- **Lesson 7: Using Mail Merge to Create Letters, Envelopes, and Labels**
  - Topic A: The Mail Merge Features
  - Topic B: Merge Envelopes and Labels
  - Topic C: Create a Data Source Using Word

Intended Audience

This intermediate-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level.

Prerequisites

To ensure your success, you should 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. In addition, you should be able 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.

Microsoft Access for Office 365: Part 1

Follow-On Courses

Microsoft Access for Office 365: Part 3

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.