

## Microsoft Word for Office 365 (Desktop or Online) - Part 2

### 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. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certification exams.

### Prerequisite Comments

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. To meet this prerequisite, you can take any one or more of the following courses:

Using Microsoft® Windows® 10  
Microsoft® Word for Office 365™ (Desktop or Online): Part 1

### Target Audience

This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

### Course Objectives

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.

[Register Online](#)

### Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run"   OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
03/30/21	G2R	10:00AM - 6:00PM	Global COL	OLL	\$295.00
05/04/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
06/08/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
07/06/21	G2R	10:00AM - 6:00PM	Global COL	OLL	\$295.00
08/03/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
09/07/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
10/05/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
11/02/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
12/07/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00

## Course Outline

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### 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

### 2 - Customizing Formats Using Styles and Themes

Topic A: Create and Modify Text Styles  
Topic B: Create Custom List or Table Styles  
Topic C: Apply Document Themes

### 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

### 4 - Using Templates to Automate Document Formatting

Topic A: Create a Document Using a Template  
Topic B: Create and Modify a Template  
Topic C: Manage Templates with the Template Organizer

### 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

### 6 - 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

## 7 - Using Mail Merge to Create Letters, Envelopes, and Labels

Topic A: Use Mail Merge

Topic B: Merge Data for Envelopes and Labels

### Related Courses, Certifications, Exams \_\_\_\_\_

- Using Microsoft Windows 10
  - Microsoft Word for Office 365 (Desktop or Online) - Part 1
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