

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.

Course Outline

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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