

MS Word 2016 Course Outline – Advanced level

Course Objectives

This advanced course in MS Word focuses on understanding how to use the more advanced features such as mail merge, linking and embedding objects and inserting charts.

By the end of this course you will be able to create a mail merge and track changes in a document. You will learn how to customise Word and work with text boxes as well as view documents in outline view. Lastly you will learn how to apply and modify themes and link and embed objects and charts.

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Document information

- Word Count
- Thesaurus
- Smart Lookup

Document outlines

- Viewing documents in Outline view
- Creating documents in Outline view
- Using Outline view with Header styles

Working with columns

- Creating column layouts
- Column formatting
- Inserting & deleting Column Breaks

Section Breaks

- Creating Section Breaks
- Viewing & deleting sections
- Expanding & collapsing sections

Styles

- Creating paragraph styles
- Applying styles
- Modifying paragraph styles
- Using the Navigation Pane

Themes

- Applying themes
- Modifying themes
- Custom themes
- Applying themes from documents
- Office themes

Text boxes

- Inserting text boxes
- Formatting text boxes
- Copying & pasting text boxes
- Resizing, moving & deleting text boxes
- Text wrapping around text boxes
- Linking text boxes

Charts

- Inserting charts
- Basic chart formatting

Embedding and linking

- Embedding & linking Excel charts
- Editing embedded charts
- Formatting embedded charts
- Embedding & linking objects
- Watching online videos

Mail Merge

- Understanding Mail Merge
- Using the Mail Merge Wizard
- Creating mailing lists
- Creating a directory listing
- Merging to produce labels
- Sending out emails using MS Outlook
- Conditional mail merging

Customising MS Word

- Modifying Word options
- Customising the ribbon
- Customising the Quick Access toolbar
- Hyphenation options
- Widow & Orphan paragraphs