

Course Description

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.

Learning Objectives

- 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.

Organizing Content Using Tables and Charts

- Sort Table Data
 - Table Sorting
- Control Cell Layout
 - Cell Merging
 - Cell Splitting
 - Cell Alignment
 - Text Direction
- Perform Calculations in a Table
 - Formulas in Word
 - Updating Results
 - Number Format
 - Functions
 - Arguments
 - Equations
 - Ink Equations
- Create a Chart
 - Charts
 - Chart Components
 - Types of Charts
 - The Chart in Microsoft Word Window
 - Chart Tools
 - The Caption Dialog Box
- Add an Excel Table to a Word Document (Optional)
 - Excel Data in a Word Document
 - The Object Dialog Box

Using Mail Merge to Create Letters, Envelopes, and Labels

- The Mail Merge Feature
 - Mail Merge Fields
 - Data Sources
 - The Mailings Tab
 - The Mail Merge Wizard
 - Merge Dialog Boxes
 - Open a Document with a Data Source Attached
- Merge Envelopes and Labels
 - Merge Options
 - Create a Single Envelope or Label
 - Set Up a Return Address

Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
 - Types of Text Styles
 - Heading and Subheading Styles
 - Character Spacing
 - Kerning
 - The Create New Style from Formatting Dialog Box
 - Style Modification Options
 - Style Sets
 - Body and Heading Styles
- Create Custom List or Table Styles
 - List Styles
 - Table Styles
- Apply Document Themes
 - Document Themes
 - The Themes Button
 - Custom Themes
 - Custom Color Sets
 - Custom Font Sets
 - Guidelines for Formatting a Word Document

Controlling the Flow of a Document

- Control Paragraph Flow
 - Paragraph Flow Options
- Insert Section Breaks
 - Sections and Section Breaks
 - Types of Section Breaks
 - When to Use Section Breaks
- Insert Columns
 - Text Columns
 - Text Column Options
- Link Text Boxes to Control Text Flow
 - Linked Text Boxes
 - Insert Text from a File

Inserting Content Using Quick Parts

- Insert Building Blocks
 - Quick Parts
 - Building Blocks
 - The Building Blocks Organizer Dialog Box
- Create and Modify Building Blocks
 - The Create New Building Block Dialog Box
 - Building Block Modification Options
- Insert Fields Using Quick Parts
 - Fields
 - The Field Dialog Box

Using Templates to Automate Document Formatting

- Create a Document Using a Template
 - Templates in Word
 - Template Categories
 - Template Storage Locations
- Create and Modify a Template
 - Template Creation Options
 - MacroButton Fields
 - The Default Template Location
 - Template Modification
- Manage Templates with the Template Organizer
 - The Template Organizer