

# Microsoft Office Word 2016: Part 2

## Course Overview

This course covers the intermediate functions and features of Word 2016. In this series students will learn about organizing with tables and charts, customizing with styles and themes, and controlling the flow of a document. Students will learn to use Quick Parts and templates to automate document formatting. Students will also learn to manage long documents and use Mail Merge to create letters, envelopes, and labels.

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|---|-----|
| <b><u>Course Introduction</u></b>                                     | 3m  |
| Course Introduction   |     |
| <br>  |     |
| <b><u>Chapter 01 - Organizing Content Using Tables and Charts</u></b> | 41m |
| Topic A: Sort Table Data  |     |
| Demo - Sorting Table Data   |     |
| Single-Level Sort   |     |
| Topic B: Control Cell Layout  |     |
| Merged Table Cells  |     |
| Merged Title Row and Category Cells                                   |     |
| Demo - Controlling Cell Layout  |     |
| Topic C: Perform Calculations in a Table                              |     |
| Formula Examples  |     |
| Number Format Masks   |     |
| Formula Arguments   |     |
| Equations   |     |
| Ink Equations   |     |
| Demo - Performing Calculations in a Table                             |     |
| Topic D: Create a Chart   |     |
| Chart Components as Seen in a Bar Chart                               |     |
| Chart Types   |     |
| The Chart in Microsoft Word Window                                    |     |
| Chart Tools   |     |
| The Caption Dialog Box  |     |
| Demo - Creating a Chart   |     |
| Topic E: Add an Excel Table to a Word Document                        |     |
| Copying and Pasting an Excel Table                                    |     |
| The Object Dialog Box   |     |
| Chapter 01 Review   |     |

## **Chapter 02 - Customizing Formats Using Styles and Themes**

34m

Topic A: Create and Modify Text Styles

Built-In Style Examples

Styles on the Ribbon

Styles Task Pane Launcher

The Styles Task Pane

Linked Style

Heading and Subheading Styles

Kerning

The Create New Style from Formatting Dialog Box

Create New Style from Formatting

Modify a Style from the Styles Pane

Style Sets

Demo - Creating and Modifying Text Styles

Topic B: Create Custom List or Table Styles

Creating a New List Style

Creating a New Table Style

Demo - Creating and Modifying List and Table Styles

Topic C: Apply Document Themes

Themes Gallery

The Save Current Theme Dialog Box

Custom Color Sets

Custom Font Sets

Guidelines for Formatting a Word Document

Demo - Applying Document Themes

Chapter 02 Review

## **Chapter 03 - Inserting Content Using Quick Parts**

28m

Topic A: Insert Building Blocks

Quick Parts Menu

Building Blocks Organizer

Building Blocks Pane Columns

Demo - Inserting Building Blocks

Topic B: Create and Modify Building Blocks

The Create New Building Block Dialog Box

Demo - Creating and Modifying Building Blocks

Topic C: Insert Fields Using Quick Parts

Field Codes and Field Values

Field Code Syntax

The Field Dialog Box

Field Dialog Box Showing Field Codes

Field Code Categories

Demo - Inserting Fields Using Quick Parts

Chapter 03 Review

## **Chapter 04 - Using Templates to Automate Document Formatting**

24m

Topic A: Create a Document Using a Template

Word Templates

Filter Templates by Category

Template Storage Locations

Template and Template-Based Document

Demo - Creating a Document Using a Template

Topic B: Create a Template

Save a File as a Template

MacroButton Syntax

Demo - Creating a Template

Demo - Modifying a Template

Topic C: Manage Templates with the Template Organizer

The Template Organizer

Demo - Managing Templates with the Template Organizer

Chapter 04 Review

## **Chapter 05 - Controlling the Flow of a Document**

34m

Topic A: Control Paragraph Flow

Paragraph Flow Control

Demo - Controlling Paragraph Flow

Topic B: Insert Section Breaks

Section Breaks

A Section Break

Demo - Inserting Section Breaks

Topic C: Insert Columns

Columns with Column Breaks

The Columns Dialog Box with Custom Options Set

Demo - Inserting Columns

Topic D: Link Text Boxes to Control Text Flow

Linked Text Boxes

Demo - Linking Text Boxes to Control Text Flow

Chapter 05 Review

## **Chapter 06 - Simplifying and Managing Long Documents**

45m

Topic A: Insert Blank and Cover Pages

Demo - Inserting Cover and Blank Pages

Topic B: Insert an Index

The Index Dialog Box

The Mark Index Entry Dialog Box

Concordance File

Demo - Indexing a Document

Topic C: Insert a Table of Contents

The Table of Contents Dialog Box  
The Mark Table of Contents Entry Dialog Box  
Demo - Inserting a Table of Contents  
Topic D: Insert an Ancillary Table  
The Table of Figures Dialog Box  
Demo - Inserting a Table of Figures  
The Mark Citation Dialog Box  
The Table of Authorities Dialog Box  
Demo - Adding a Table of Authorities  
Topic E: Manage Outlines  
Outline View  
Demo - Creating and Organizing an Outline  
Topic F: Create a Master Document  
Master Document  
Demo - Creating a Master Document  
Chapter 06 Review

**Chapter 07 - Using Mail Merge to Create Letters, Envelopes, and Labels**

31m

Topic A: The Mail Merge Feature  
Mail Merge Fields and Merge Results  
Data Source in a Word Table  
Mail Merge Fields  
Matching Mail Merge Fields  
The Insert Greeting Line Dialog Box  
More Items Mail Merge Fields  
Mail Merge IF Rule  
Mail Merge Data Sources  
Mail Merge Process  
The Mailings Tab  
Mail Merge Wizard Steps  
The Insert Merge Field Dialog Box  
The Mail Merge Recipients Dialog Box  
SQL Warning Message  
Demo - Performing a Mail Merge  
Topic B: Merge Envelopes and Labels  
Envelope with Merge Fields and Merge Results  
Demo - Merging Label Data  
Chapter 07 Review  
Course Closure

**Total Duration: 4h**