

Course 137 – Microsoft Word Advanced

Duration: 3 days

Course Benefits

This advanced Microsoft Word course is designed to help users who are familiar with Word's basic features take their skills to the next level. The topics covered include using tools like styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also learn how to create complex documents using tables, charts, and various types of illustrations.

Course Content

Working with Tables and Charts

- Sort table data
- Control Cell layout
- Perform calculations in a table
- Create a chart

Customizing Formats Using Styles and Themes

- Create and modify text styles
- Create styles for lists
- Create styles for tables
- Apply and customize document themes

Using Images in a Document

- Resize an image
- Adjust image appearance
- Integrate pictures and text
- Insert and format screenshots
- Add videos to a document

Creating Custom Graphic Elements

- Create text boxes and pull quotes
- Draw shapes
- Add WordArt and drop caps to text
- Create complex illustrations with SmartArt

Inserting Content Using Quick Parts

- Insert building blocks
- Create and modify building blocks
- Insert fields using Quick Parts

Controlling Text Flow

- Control paragraph flow
- Insert section breaks
- Insert columns
- Link text boxes to control text flow

Using Templates

- Create a document using a template
- Create and manage templates

Using Mail Merge

- About the mail merge features, including manual mail merge tools and the Mail Merge Wizard
- How to use mail merge to create envelopes and labels
- How to create a data source using Microsoft Word



Using Macros

- Automate tasks using macros
- Create a macro

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