

Microsoft Word 2016

Intermediate

Duration: 2 Days Course Code: WRD16IN

This practical hands-on course is designed for experienced users of Word 2016. It builds on existing documents to improve user productivity in formatting and managing multi-page documents such as letters, faxes, minutes, newsletters and reports.

Learning Outcomes

By the end of this course students will be able to work effectively with a variety of file formats, use bulleted and numbered lists with ease, set paragraph formatting options, work with breaks, add headers and footers, insert symbols and many timesaving features as well as work with themes, templates and performing a mail merge.

Prerequisites

This course is designed for students who have completed our Word 2010 Essentials course or solid Essentials Knowledge.

Understanding File Formats

- Working with Different File Formats
- Saving using Compatibility Mode
- Creating PDF or XPS Documents
- Password Protecting Files
- Using Auto Recovery
- Changing Compatibility Options
- The Compatibility Checker

Paragraph Numbering

- Types of Lists
- Creating Bulleted and Numbered Lists
- Creating a Multi-Level List
- Outline Numbering
- Using Indent Commands
- Formatting a Bulleted or Numbered List
- Restarting or Continuing a Bulleted or Numbered List
- Stopping Bullets/Numbering

Working with Tables

- Different Table Creation Options
- Drawing a Table
- Selecting/Navigating a Table
- Viewing Gridlines
- Using Quick Tables

Editing and Formatting Tables

- Selecting Table Components
- Inserting/Deleting Columns & Rows
- Merging/Splitting Cells
- Rotating Text in a Cell
- Table Alignment Options
- Resizing Columns, Rows & the Table
- Formatting Tables using Table Styles
- Adding/Removing Table Borders
- Adding Shading to Tables and Text
- Repeating Tables Headings on All Pages
- Adjusting Cell Margins and Spacing
- Converting Existing Text to a Table
- Converting Text to a Table

Creating Formulas in a Table

- Creating Formulas to Calculate in a Table
- Using Functions in Tables
- Adding Field Codes and Setting Properties in a Table

- Recalculating Formulas/Functions in a Table

The Power of Styles

- Advantages of Using Styles
- Types of Styles
- Applying Styles
- Working with Style Sets
- Creating Custom Styles
- Modifying Styles
- Format Tracking
- Creating New Styles
- Creating a Style by Example
- Character/Table Styles
- Working with List Styles
- Copying Styles between Documents
- Applying Themes

Headers and Footers

- Creating Basic Headers and Footers
- Using Pre-set Headers and Footers
- Editing Headers and Footers
- Inserting Page Numbers
- Alignment Options in the Header/Footer
- Adding the Filename and Path
- Linking and Unlinking the Header and Footer
- Customising Different Headers/Footers in Different Parts of the Document
- Adding Graphics to every Page
- Adding a Cover Page
- Creating a Custom Cover
- Adding Watermarks
- Saving Custom Watermarks

Mail Merge

- Basics of a Mail Merge
- Data Source Options
- Starting a Mail Merge
- Adding Fields to a Data Source
- Rearranging Fields in a Data Source
- Working with Different Data Source Options like Excel, Access or Outlook Contacts
- Using Mail Merge to Create Letters, Emails, Envelopes and Labels
- Inserting Merge Fields in a Document
- Inserting an Address Block
- Inserting a Greeting Line
- Inserting other Merge Fields
- Matching Fields
- Previewing Merged Data
- Finalising the Merge
- Dealing with data Errors

HTML in Word

- Creating Files for Online Purposes
- Adding a Page Border
- Saving Files in HTML Format
- Creating Hyperlinks to Files, Email, Websites or Places on a Page

Saving Time with Templates

- Creating Documents based on a Template
- Creating your own Internal Templates

- Modifying Templates
- Using Templates to Automate Processes

Charts in Word

- Creating Charts in Word
- The Charts Tools Design and Layout Tabs
- Formatting Charts with the Ribbon
- Creating a Chart from an Existing Table
- Adding Captions to a Chart

Sorting Information

- Sorting Lists formatted in Columns
- Sorting Blocks of Paragraphs

Working with Graphics

- Inserting Pictures
- File Format Options
- Resizing/Reshaping/Cropping Images
- Removing Backgrounds, Applying Drop Shadows and Special Effects
- Text Wrapping and Positioning Images
- Inserting ClipArt Images
- Finding/Searching for ClipArt
- Linking Graphics
- Creating WordArt Objects
- Modifying WordArt Objects

Using Drawing Shapes

- Creating Drawing Objects
- Using the Drawing Canvas
- Creating Lines, Arrows, Primary Shapes
- Formatting Shapes, Fill Colours, Gradient Fills, Textures and Picture Fills
- Adding Text to a Drawing Shape
- Adding Outlines, Drop Shadows and 3D Effects
- Creating SmartArt Drawings
- Org Charts, Diagrams & Flowcharts
- Adding/Linking Text Boxes

Working with Columns

- Creating Newspaper Style Columns
- Inserting Column Breaks
- Using Column Markers

Creating End User Forms

- Creating Fill-In Forms and Application Forms
- Creating Text Fields, Check Boxes, Drop-Down Form Fields
- Calculating a Text Form Field
- Protecting a Form
- Creating a Form Template
- Print Settings on a Form Template

