



# Microsoft Word – Level 2

Duration: 1 Day

## Course Description

Use advanced formatting tools, research tools, use graphics, create tables, charts, headers and footers, utilize the research tools and perform mail merges

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### Course Content

#### Work with Templates

- Create a Template
- Modify a Template
- Attach a Template to a Document

#### Working with Styles

- Create a Style from Text
- Use the Styles Pane
- Modify and Delete Styles
- Use the Style Inspector
- Use Reveal Formatting
- Manage Styles

#### Bullets and Numbering

- Custom Bullets and Numbering
- Create a Multi-Level List
- Restart or Continue Numbering

#### Advanced Page Formatting

- Use Columns
- Insert Page Breaks, Column Breaks, Section Breaks and Line Breaks
- Set Break Options
- Create a Blank Page and a Cover Page
- Add Page Colors, Watermarks, Borders and Add Headers and Footers
- Use Header and Footer Galleries
- Add a Header or Footer to the Gallery
- Link and Unlink Headers and Footers
- Use and Modify Themes

#### Hyperlinks

- Add Hyperlinks
- Edit Hyperlinks
- Remove Hyperlinks

#### Use Time Saving Tools

- Use Hyphenation and Word Count
- Use Research, Language and Translation Tools
- Use and Customize Autocorrect

- Insert the Date and Time
- Insert Symbols and Special Characters
- Work with Smart Tags

#### Mail Merge

- Use the Mail Merge Wizard
- Use the Mailings Ribbon
- Create Envelopes and Labels

#### Use Send Options

- Email a Document
- Use Email Features

#### Working with Graphics

- Add Pictures and Clipart
- Format and Modify Images
- Add Captions
- Add and Format WordArt
- Add and Format AutoShapes
- Add and Format Text Boxes
- Align, Distribute, Group and Order Graphics
- Add QuickParts and Use Building Blocks
- Add and Format SmartArt

#### Working with Tables

- Insert a Table
- Table Selection Options
- Format a Table
- Modify Table Structure
- Draw a Table
- Use Table Options Dialog Boxes
- Convert Text to Table
- Sort a Table

#### Working with Data and Charts

- Use and Insert Equations
- Insert a Chart
- Format a Chart
- Modify Chart Options
- Embed and Link Excel Tables and Charts