



Word Level 2

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

Gain control of the Word environment by mastering the use of bullets, styles, section breaks, tables, and charts, and graphics. Learn to create mail merges to add a personal touch to emails and letters.

Lesson 1:

- Customizing lists
- Sorting a list
- Controlling list numbering
- Creating an outlined numbered list

Lesson 2:

- Working with advanced tables
- Formatting table text
- Sorting table data
- Splitting cells in a table
- Changing alignment and text direction
- Performing calculations in a table

Lesson 3:

- Creating charts
- Inserting a chart
- Adding and editing data in a chart
- Customizing a chart

Lesson 4:

- Creating styles and themes
- Creating styles
- Applying styles
- Modifying a style
- Deleting a style
- Working with table styles
- Applying a theme

Lesson 5:

- Creating mail merges
- Performing a mail merge in a word document
- Inserting envelopes and labels
- Performing a mail merge with envelopes and labels



Lesson 6:

- Using and creating templates
- Using existing templates
- Creating a template
- Building a file from a template

Lesson 7:

- Modifying page layout
- Customizing headers and footers
- Working with advanced views
- Creating column and section breaks
- Controlling text flow

LESSON 8:

- Inserting graphic objects
- Inserting and formatting a picture
- Inserting and formatting word art
- Removing backgrounds from an image
- Creating artistic effects
- Using word drawing features

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