



Course Outline

Microsoft® Word 2016-2013-2010 Level 2

Lesson 1: Working with Lists

- Number and Bullet Lists
- Sorting a List
- Re-Numbering a List

Lesson 2: Customizing Tables

- Table Formatting
- Performing Math

Lesson 3: Working with Styles

- Working with Styles
- Reveal Formatting
- Outlines

Lesson 4: Managing Graphics in Word

- Working with Graphics
- Inserting Online Pictures
- Adding Shapes
- Adding a Text Box
- Working with SmartArt
- Creating & Modifying Charts

Lesson 5: Using Quick Parts

- Working with Building Blocks
- Inserting a Field

Lesson 6: Managing Paragraph & Text Flow

- Keeping Text Together
- Section Breaks
- Newspaper Style Columns
- Page Numbering
- Finding Data
- Replacing Text
- Copying/Moving between Files
- Applying Borders

Lesson 7: Using Mail Merge Efficiently

- Mail Merge
- Sorting Mail Merge Data
- Mailing Labels

Lesson 8: Creating Macros for Automation

- Macros: General Concepts
- Creating a Macro
- Keyboard Shortcut for a Macro
- Running a Macro
- Using a Macro from another File

Lesson 9: Working with Templates

- Templates: General Concepts
- Creating a New Template
- Using a Template

Appendices

- Appendix A: Cursor Movement Keys
- Appendix B: Shortcut Keys

Hands-on Exercises