

Microsoft Word Level 2

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Course Objective

Become more efficient with Microsoft Word.

Prerequisites

Participants should have taken Word Level 1 or have equivalent knowledge.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Style Types

Create a Style
Apply a Style
Modify a Style
Using Built in Styles

Page Layout

Columns
Page Breaks
Page Borders
Section Breaks

Mail Merge

What is it?
What is needed?
Steps

Also Includes

- Reference Material.
- Certificate of completion.

Add Visual Appeal

Watermarks
Icons
3D Models
Symbols
SmartArt

Timesaving Shortcuts

Modify the Quick Access Toolbar
Autocorrect
Quick Parts