COURSE SYLLABUS

Microsoft Word Level II (Self-Paced)

Elevate your Microsoft Word skills with this advanced self-paced course. Learn to automate tasks, design custom styles and templates, and manage long documents with ease. By the end, you'll streamline your workflow and boost productivity in everyday Word tasks.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/self-paced-word-level-ii



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Course Outline

Working with Themes

- Apply a Theme
- Change Theme Colors
- Change Theme Font
- Modify a Theme

Building Blocks

- Insert Building Blocks
- Save AutoText
- Insert AutoText
- Insert Graphics/Shapes as AutoText
- Fields
- Insert Document Property
- Insert a Field
- View/Edit a Building Block

Pagination Options

- Pagination
- Widow/Orphan Control
- Keep with Next
- Keep Lines Together
- Page Break Before

Text Boxes

- Insert a Text Box
- Linking Text Boxes

Document References

- Insert a Caption
- Insert a Cross Reference
- Insert a Footnote
- Enter Sources
- Insert a Citation
- Manage Sources
- Works Cited, References, or Bibliographies
- Insert a Reference Page
- Mark an Index Entry
- Insert an Index

Using Mail Merge

- Start Mail Merge
- Choose Recipients
- Insert an address block
- Preview Results
- Finish and Merge
- Step-by-Step Mail Merge Wizard

Mark Up a Document

- Enable Track Changes
- Display for Review
- Show Markup

Review Markups

- Reviewing Pane
- Accept Change
- Reject Change
- Compare Documents
- Combine Revisions from Separate Documents

Picture Tools

- Text Wrapping Options
- Square Text Wrapping
- Top and Bottom Text Wrap
- Behind Text Wrap
- Transparency
- Remove Background
- WordArt
- SmartArt

Form Controls

- Create a Form
- Enable the Developer tab
- Insert a Check box field

- Insert a Combo box field
- Form Field Options

Protecting Documents

- Open in Read-Only
- Enable Document Password