

MICROSOFT WORD 2019/365 LEVEL 2

Course Code: WO19L2 | Duration: 1 Day



COURSE AIMS:

This course is aimed at existing users of Microsoft Word who want to expand their basic knowledge of the product.

COURSE PRE-REQUISITES:

Students who wish to attend this course must have a basic knowledge of Word and feel comfortable with creating, saving, editing and formatting a document, working with simple bullets and numbering and creating basic tables.

COURSE OBJECTIVES:

On completion of this course delegates will be able to:

- Create columnar layouts using tabs
- Use advanced table design techniques
- Manipulate and calculate with data in a table
- Insert an Excel spreadsheet into a document
- Apply borders and shading to documents
- Store frequently used text as “Quick Parts” (AutoText)
- Customise bullets and numbering and create multi-level lists
- Use mail merge to send a letter to multiple addressees
- Use advanced mail merge techniques
- Create newspaper style columns and insert and work with graphics
- Find and replace text
- Export a document

COURSE CONTENT:

Introduction and Objectives

Setting Tabs

- Adding and editing custom tabs
- Creating a leader tab

Advanced Table Design

- Merging and splitting table cells
- Splitting a table
- Sizing a table automatically
- Adjusting column and row widths automatically
- Changing text direction

Working with Lists

- Understanding ‘AutoFormat As You Type’
- Customising numbered/bulleted lists
- Controlling the start number of a numbered list
- Bulleting and numbering a multi-level list
- Using list styles
- Resetting bullet and number styles
- Sorting a list alphabetically

Working with Mail Merge

- Identifying the main document
- Creating a data source

- Adjusting cell margins
- Setting table properties
- Drawing a table
- Converting a table to text
- Placing table headings on all pages
- Sorting table data
- Using formulas in tables

Borders and Shading

- Applying to table columns and rows
- Applying to text and paragraphs

Importing Excel Worksheets

- Linking a document to Excel data
- Creating an Excel spreadsheet in a document

Using “Quick Parts” (AutoText)

- Creating, inserting and deleting auto text

- Adding merge fields to a document
- Previewing and completing a mail merge
- Sorting and filtering records to be merged
- Creating labels

Using Newsletter-style Columns

- Creating newsletter-style columns
- Changing column width and spacing
- Adding a vertical line between columns
- Balancing column length

Sharing Documents

- Emailing a document
- Saving a document as PDF
- Share a document on SkyDrive
- Password protecting a document file
- Removing a password

Action Planning

Review of Programme

For more information
Call: **0800 101 7101**
Email: **info@keytraining.co.uk**

