



Microsoft®
Word

Working with Microsoft Word Level 2

Who Should Attend:

This course is for individuals who attended or familiar with the topics covered in Word Level 1 and wish to learn additional features that will assist them in creating professional document.

Format:

- 1-day instructor-led sessions or
- Two 3-hour web-based online classroom sessions
- Optional follow up Coaching Session to reinforce learning.
- Customized options for shorter in-house training are also available.

Additional Materials

- Enrollment in our Monthly LearningLink Newsletter
- Lifetime Support
- A Free Follow-up 30-minute Coaching Session

Learning Microsoft Word

Microsoft Word enables you to create documents easily, quickly, and professionally. With the use of pre-designed templates, styles, graphics, and quick parts allows users to design and edit documents with ease and efficiently. The Working with Microsoft Word – Level 2 workshops is designed for individuals who can create basic Word documents and who now wish to learn how to enhance the appearance and functionality of their work in order to save time and create professional-looking documents.

This course will help you:

- Create custom templates.
- Secure your documents.
- Work with tables, charts, and formulas in Word
- Insert and edit SmartArt, WordArt, screenshots, and pictures.
- Control text flow in longer documents using page and section breaks.
- Perform Mail Merges

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Detailed Synopsis:

Working with Microsoft Word Level 2

Microsoft Word is the most popular word processing program in the world. If you wish to create letters, reports, documents, etc., Microsoft Word is the software most used.

This course is designed for students who desire the skills to use advanced formatting tools, research tools, use graphics, create tables, charts, headers and footers, use the research tools, and do a mail merge.

Section 1: Adding Tables

Students will learn how to create tables in Microsoft Word. They will also learn how to modify that by adding and removing rows and columns as well as formatting the table so that it will have an appealing appearance. This section also allows students to convert Text to Table with a few simple mouse clicks.

Section 2: Working with Tables and Charts

In this section, students will learn to sort data within a table as well as apply filters. They will learn how to control the layout of the tables and individual cells and perform calculations with Microsoft Word. They will also learn how to create a professional-looking chart to display a graphical representation of the data within the table.

Section 3: Securing a Document

This section is focused on securing a Microsoft Word document. Individuals will learn how to suppress document information, set editing restrictions on sections of a document, the importance of adding a digital signature and restricting overall document access.

Section 4: Creating Custom Graphic Elements

Students will learn how to create text boxes as well as link them together for text overflow. They will learn how to draw shapes and create a workflow diagram with complexed illustrations using SmartArt images. This section also focuses on creating WordArt and other text effects to create a professional look to a title or section.

Section 5: Controlling Text Flow

Students will learn how to control the paragraph layout and keep text, tables, and images together. Learn the different types of section breaks and when to apply them. Students will also be educated on inserting columns as well as practical knowledge of linking textboxes to control flow.

Section 6: Controlling Page Appearance

In this section, individuals will learn to apply page borders and colors. In addition, they will have the ability to insert watermarks, headers and footers as well as controlling the page layout.

Section 7: Using Templates

Students will learn how to become more efficient by creating documents by using templates and customizing them to fit your organizational needs. Students will also learn how to create a Microsoft Word template so they can later apply them to other documents for consistency within your organization.

Section 8: Using Mail Merge

In this section, students will learn how to create a mail merge from a customized Excel contact list. They will also learn how to create a common letter and customize it to the individual recipients. They will also familiarize themselves with Microsoft Word Data Sources.

[Click here to Book a seat:](#)

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