Microsoft Word 2016

Level 2

INFOCUS COURSEWARE

WP: WATSONIA PUBLISHING

❖ **General Description**

This course aims to enhance existing skills by covering more specific documentation creation aspects such as working with multiple documents, formatting tables, tabs, lists, merging, section breaks, templates and more.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- work with multiple documents
- create and format columns
- use formatting techniques to position text and paragraphs
- modify *Word* options
- work with document properties
- create and apply styles
- manage styles in a document or template
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert headers and footers into a document
- create and work with headers and footers in long and complex documents
- create and edit recipient lists
- perform a mail merge from scratch
- produce address labels from a mailing list
- customise mail merges
- draw and format shapes
- work extensively with shapes
- insert and work with text boxes
- manage and manipulate text boxes
- use table features to improve the layout and format of tables
- enhance and correct pictures

❖ **Prerequisites**

Microsoft Word 2016 - Level 2 assumes a basic understanding of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

201 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Product Information

INFOCUS COURSEWARE

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

This information sheet was produced on Friday, February 19, 2016 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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