



Microsoft Word 2016

Level 2



INFOCUS COURSEWARE

Product Code: INF1611

ISBN: 978-1-925349-82-5

❖ 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



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❖ 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**.

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Contents

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side by Side
- Synchronised Scrolling
- Resetting the Window Position

Columns

- Understanding Columns
- Creating Columns of Text
- Specifying Column Widths and Spacing
- Inserting Column Breaks

Formatting Techniques

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows and Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting a Page Break
- Applying Hyphenation to Text
- Hiding Text
- Inserting a Drop Cap
- Understanding Returns
- Inserting Hard and Soft Returns
- Removing Returns
- Revealing Formatting

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options

Document Properties

- Understanding Document Properties
- Viewing Document Properties
- Specifying Document Properties
- Viewing Advanced Properties
- Inserting Properties Into a Document
- Updating Document Properties
- Deleting Document Property Data

Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Applying Custom Styles

Style Techniques

- Understanding the Modify Style Dialog Box
- Selecting and Updating Styles
- Renaming and Deleting Styles
- Importing and Exporting Styles

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- Applying a Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Creating a Custom Theme
- Applying a Theme to a Template
- Resetting a Theme

Templates

- Understanding Templates
- Using a Sample Template
- Downloading an Online Template
- Creating a Template
- Modifying a Template
- Using a Custom Template
- Attaching a Template to a Document
- Copying Styles Between Templates
- Creating a Template From a Template
- Tips for Developing Templates

Section Breaks

- Understanding Section Breaks
- Inserting a Next Page Section Break
- Inserting a Continuous Section Break
- Inserting an Even Page Section Break
- Inserting an Odd Page Section Break

Headers and Footers

- Understanding Headers and Footers
- Inserting Headers and Footers
- Inserting a Blank Header

- Inserting a Blank Footer
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- Inserting Page Numbering
- Inserting Date Information

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- Adjusting Header and Footer Positions
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- Inserting Different Odd and Even Pages
- Creating Section Headers and Footers
- Unlinking Section Headers and Footers

Mail Merge Recipient Lists

- Understanding Recipient Lists
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- Customising the Columns
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- Saving a Recipient List
- Opening a Recipient List
- Editing a Recipient List

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- Understanding Merging From Scratch
- Selecting the Document Type
- Selecting the Recipients
- Inserting the Date
- Inserting an Address Block
- Inserting the Greeting Line
- Typing the Letter
- Inserting Individual Merge Fields
- Previewing the Merge
- Completing the Merge

Merging to Labels

- Setting Up Mailing Labels
- Completing Mailing Labels

Mail Merge Techniques

- Running a Saved Merge
- Excluding Recipients





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Filtering Recipients
Sorting Recipients
Selecting Another Data Source
Applying an if Then Else Rule
Applying a Fill in Rule
Challenge Exercise
Challenge Exercise Data

Shapes

Understanding Shapes
Drawing Shapes
Selecting Shapes
Resizing Shapes
Moving Shapes
Aligning Shapes
Rotating Shapes
Grouping Shapes
Arranging Shapes
Deleting Shapes
Applying a Fill to the Drawing Canvas
Applying Text Wrapping to a Canvas

Enhancing Shapes

Applying Shape Styles
Filling Shapes
Applying a Solid Fill to Shapes
Applying a Gradient Fill to a Shape
Applying a Picture Fill to a Shape
Changing Shape Outlines
Applying an Outline to Shapes
Changing Shapes
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Applying Shadow Effects
Applying Reflection Effects
Applying Glow Effects
Softening and Bevelled Edges
Applying 3D Rotation Effects

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Understanding Text Boxes
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Typing Text Into a Text Box
Positioning a Text Box
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Deleting a Text Box
Drawing a Text Box
Formatting a Text Box

Text Box Techniques

Linking Text Boxes
Modifying Text Box Margins
Changing Text Direction

Applying Effects to Text Boxes

Table Features

Creating a Table From Text
Aligning Data in Cells
Displaying Table Gridlines
Inserting Formulas Into a Table
Updating Formulas in a Table
Sorting Table Data
Merging Table Cells
Splitting Table Cells
Understanding Table Properties
Aligning Tables
Changing the Direction of Text
Repeating Heading Rows
Converting a Table to Text

Enhancing Pictures

Understanding Picture
Enhancements
Removing a Picture Background
Correcting Pictures
Colouring Pictures
Applying Artistic Effects
Applying Shadows and Reflections
Applying a Glow Effect
Softening and Bevelled Edges
Applying Picture Styles to Images
Repositioning Pictures
The Format Picture Pane
Cropping Pictures Accurately
Changing the Picture Layout



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