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.

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

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
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.
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**
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- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows and Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting a Page Break
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- Hiding Text
- Inserting a Drop Cap
- Understanding Returns
- Inserting Hard and Soft Returns
- Removing Returns
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- Setting File Locations
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- Setting Save Options

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- Applying a Glow Effect
- Softening and Beveling Edges
- Applying Picture Styles to Images
- Repositioning Pictures
- The Format Picture Pane
- Cropping Pictures Accurately
- Changing the Picture Layout

## Product Information

47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com