

## MICROSOFT WORD 2016 INTERMEDIATE TRAINING

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**COURSE LENGTH: 1.0 DAYS**

This Microsoft Word training course is designed for those users who wish to improve their current knowledge of Word and take advantage of the more complex features. You will be able to divide a document into sections and columns, to format tables and populate them with data directly from Excel spreadsheets. You will also learn how to add recurrent data to documents in a series such as page numbers and headers.

This training course is designed for easy and effective learning by basic users to empower them to use Word 2016 effectively and efficiently.

This dynamic training course is now available throughout Malaysia including Kuala Lumpur and also via instructor-led online training

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT WORD 2016 INTERMEDIATE TRAINING COURSE OUTLINE

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### FOREWORD

The PD Training Microsoft Word 2016 Intermediate Training Course provides basic users with skill development in many of the primary functions of Word 2016 such as formatting tasks and paragraphs, understanding the interface, using styles, editing, sharing and more.

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### OUTCOMES

This training course covers the intermediate functions and features of Word 2016. Delegates will be able to create, modify, enhance and print a wide variety of documents using their newly-acquired skills.

#### **After completing this course, participants will have learned to:**

- Work with Tables and Charts
  - Create charts and perform calculations in a table
  - Create and Modify Text Styles
  - Create Custom List or Table Styles
  - Apply and Customise Document Themes
  - Integrate Pictures and Text
  - Insert and Format Screenshots
  - Create Text Boxes and Pull Quotes
  - Draw Shapes
  - Add WordArt and Other Text Effects
  - Create Complex Illustrations with SmartArt
  - Insert Building Blocks
  - Create and Modify Building Blocks
  - Insert Fields Using Quick Parts
  - Control Paragraph Flow
  - Insert Section Breaks
  - Insert Columns
  - Link Text Boxes to Control Text Flow
  - Create and use a Template
  - Use mail merge
  - Create a Data Source Using Word
  - Automate Tasks Using Macros
  - Create a Macro
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### MODULES

#### **Lesson 1: Working with Tables and Charts**

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table

#### **Lesson 2: Customising Formats Using Styles and Themes**

- Create and Modify Text Styles
- Create Custom List or Table Styles

- Create a Chart

- Apply and Customise Document Themes

### Lesson 3: Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots

### Lesson 4: Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

### Lesson 5: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

### Lesson 6: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

### Lesson 7: Using Templates

- Create a Document Using a Template
- Create a Template

### Lesson 8: Using Mail Merge

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

### Lesson 9: Using Macros

- Automate Tasks Using Macros
- Create a Macro

### Lesson :

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)