Microsoft Word 2016 Intermediate

Word can be used to create complex documents that are nearly as complicated as those created using a desktop publishing application. Using Word, you can control how the text flows between paragraphs and pages, you can link a story on page one to the rest of the story later in the document, and you can add graphics and specify how the text and graphic appear together on the page.

# Course Content – Part I Course Content – Part II

## Lesson 1: Working with Tables and Charts

Topic A: Sort Table Data

Topic B: Control Cell Layout

Topic C: Perform Calculations in a Table

Topic D: Create a Chart

## Lesson 2: Customizing Formats Using Styles and Themes

Topic A: Create and Modify Text Styles

Topic B: Create Custom List or Table Styles

Topic C: Apply Document Themes

## Lesson 3: Using Images in a Document

Topic A: Resize an Image

Topic B: Adjust Image Appearance

Topic C: Integrate Pictures and Text

Topic D: Insert and Format Screenshots

Topic E: Insert Video

## Lesson 4: Creating Custom Graphic Elements

Topic A: Create Text Boxes and Pull Quotes

Topic B: Draw Shapes

Topic C: Add WordArt and Other Text Effects

Topic D: Create Complex Illustrations with SmartArt

## Lesson 5: Inserting Content Using Quick Parts

Topic A: Insert Building Blocks

Topic B: Create and Modify Building Blocks

Topic C: Insert Fields Using Quick Parts

## Lesson 6: Controlling Text Flow

Topic A: Control Paragraph Flow

Topic B: Insert Section Breaks

Topic C: Insert Columns

Topic D: Link Text Boxes to Control Text Flow

## Lesson 7: Using Templates

Topic A: Create a Document Using a Template

Topic B: Create a Template

Lesson 8: Using Mail Merge

Topic A: The Mail Merge Features

Topic B: Merge Envelopes and Labels

Topic C: Create a Data Source Using Word

## Lesson 9: Using Macros

Topic A: Automate Tasks Using Macros

Topic B: Create a Macro

Topic C: Run a Macro

Topic D: Create a Macro Ribbon Group