

[WD02-200-2016]: Managing Word Documents and Publications with Word 2016

Length	: 1 Day
Audience(s)	: Any information worker who needs to create documents and publications
Level	: Intermediate
Technology	: Word 2016
Delivery Method	: Instructor-led (Classroom)

Course Overview

A course preparing participants to create documents and publications using features and functionality in Word 2016.

Audience Profile

Any information worker who needs to create documents and publications.

At Course Completion

Participants will have the knowledge and application skills in using Word 2016. The skills include efficient paragraph formatting, handling graphics and text layouts in Word, and using Word 2016 to produce bulk mail.

Pre-Requisites

- Basic knowledge of computer
- Basic knowledge of Word (any versions)

Course Outline

Module 1: Getting off to the right start

Lessons

- Use templates to create professional-looking documents
- Create your own Template

Module 2: Efficient paragraph formatting

Lessons

- Amend line spacing and paragraph spacing
- Change paragraph pagination options
- Work with multilevel lists
- Maintain consistency styles

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Module 3: Handling graphics and text layouts in Word

Lessons

- Organise data with tables
- Add and manage illustrations
- Use and manage text boxes
- Create multiple columns in a document

Module 4: Access contents from other sources

Lessons

- Use hyperlinks
- Insert and manage linked objects
- Insert and manage embedded objects
- Update and break links

Module 5: Use mail merge to create bulk mail, labels, and envelopes

Lessons

- Use mail merge wizard
- Edit a mail merge data source
- Sort and query a data source
- Finish merge
- Use ASK and IF fields
- Use different data sources

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