

## **MS WORD 2016 Level 2 – Course Outline**

**Duration – 6 Hrs**

### **Creating and Managing Tables**

- Creating Tables
- Modifying and Formatting Tables

### **Using Mail Merge**

- Mail Merge Overview
- Form Letters
- Data Source
- Envelopes
- Mailing Labels

### **Reusing Data and Content**

- Quick Parts Overview
- Working with Document Properties
- Working with Building Blocks

### **Working with Templates and Forms**

- Using Templates
- Creating Templates
- Working with Forms

### **Working with Graphics**

- Inserting Files and Graphics
- Creating Illustrations
- Adding Charts
- Using Themes

### **Designing Page Layouts**

- Working with Sections
- Working with Multiple Columns
- Adding Headers and Footers

### **Organizing Documents**

- Working with Outlines
- Creating Tables of Contents
- Creating Indexes
- Working with References
- Sorting and Calculating