

## Microsoft Word 2016 - Intermediate

### General Description

Design and produce longer and more sophisticated documents using headers and footers, styles and section breaks. Enrich documents with shapes, text boxes and pictures.

### Learning Outcomes

- Switch between documents and arrange documents on screen with optional synchronised scrolling
- Create columns of text with customised column widths and spacing
- Indent paragraphs, adjust pagination settings, hide text and reveal formatting
- Customise Word display options, set the default file location and adjust save settings
- View, insert, update and delete document property data
- Format text with built in styles, create and apply custom styles and manage styles
- Apply a theme, create a custom theme and apply a theme to a template
- Use a sample template, create a custom template and copy styles between templates
- Insert next page, continuous, even page and odd page section breaks
- Create, edit and format custom first page and section based headers and footers
- Preview and complete a mail merge operation
- Set up and complete merging to mailing labels
- Complete custom mail merging via recipient filtering and applying If...Then... Else and Fill-in rules
- Draw, edit, align, rotate, group, arrange and format shapes
- Insert, modify, format and link text boxes
- Produce a table from text, insert table formulas, sort table data and adjust table structures
- Correct pictures, apply artistic effects and change picture layouts

### Duration

One Day

### Prerequisite

Basic understanding of Microsoft Word

### Topics

Multiple Documents  
Columns  
Formatting Techniques  
Setting Word Options  
Document Properties  
Styles  
Themes  
Templates  
Section Breaks  
Headers and Footers  
Mail Merge  
Merging to Labels  
Mail Merge Techniques  
Shapes  
Text Boxes  
Table Features  
Enhancing Pictures