

Word 2016 – Level 2 Outline

TABLE OF CONTENTS

WORD 2016 LEVEL 2 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN WORD 2016? 1

LESSON 1 - TEMPLATES AND STYLES

1.1 USING EXISTING TEMPLATES

1.2 CREATING A TEMPLATE

1.3 MODIFYING A TEMPLATE

1.4 APPLYING QUICK STYLES

1.5 CHANGING THE STYLE SET

1.6 CREATING A STYLE SET

1.7 CREATING A NEW STYLE

1.8 MODIFYING A STYLE

1.9 MANAGING STYLES

LESSON SUMMARY – TEMPLATES AND STYLES

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - COLUMNS AND TABLES

2.1 CREATING COLUMNS

2.2 ADDING A COLUMN BREAK

2.3 MODIFYING COLUMN LAYOUT

2.4 CREATING A TABLE

2.5 INSERTING ROWS AND COLUMNS

2.6 DELETING ROWS AND COLUMNS

2.7 MODIFYING TABLE BORDERS

2.8 ADJUSTING COLUMN WIDTH IN A TABLE

2.9 ADJUSTING ROW HEIGHT IN A TABLE

2.10 FORMATTING A TABLE

2.11 MERGING AND SPLITTING CELLS

2.12 CHANGING TEXT ORIENTATION AND ALIGNMENT

2.13 TOTALING ROWS AND COLUMNS

2.14 CONVERTING TEXT TO A TABLE

2.15 SORTING DATA IN A TABLE

2.16 APPLYING CELL SHADING TO A TABLE

LESSON SUMMARY – COLUMNS AND TABLES

LESSON 2 QUIZ 1

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH GRAPHICS

- 3.1 ADDING A PICTURE FROM A FILE
- 3.2 INSERTING ONLINE IMAGES
- 3.2 ADDING SHAPES
- 3.3 FORMATTING DRAWING OBJECTS
- 3.4 RESIZING AND MOVING OBJECTS
- 3.5 ADJUSTING GRAPHICS
- 3.6 CROPPING IMAGES
- 3.7 APPLYING PICTURE STYLES TO IMAGES
- 3.8 APPLYING IMAGE EFFECTS
- 3.9 INSERTING WORDART
- 3.10 USING THE BACKGROUND REMOVAL TOOL
- 3.11 INSERTING SMARTART
- 3.12 INSERTING AN ORGANIZATION CHART
- 3.13 MODIFYING AN ORGANIZATION CHART
- 3.14 TAKING A SCREENSHOT

LESSON SUMMARY – WORKING WITH GRAPHICS

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - USING MAIL MERGE

- 4.1 SETTING UP A MERGE LETTER
- 4.2 SELECTING RECIPIENTS FROM A DATA SOURCE
- 4.3 WRITING YOUR LETTER
- 4.4 PREVIEWING YOUR LETTER
- 4.5 COMPLETING THE MERGE
- 4.6 CREATING A RECIPIENT LIST
- 4.7 MERGING LABELS
- 4.8 MERGING ENVELOPES

LESSON SUMMARY – USING MAIL MERGE

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH DOCUMENT SECTIONS

- 5.1 INSERTING A SECTION BREAK
- 5.2 SETTING SECTION MARGINS AND PAGE ORIENTATION
- 5.3 MODIFYING SECTION HEADERS AND FOOTERS
- 5.4 MODIFYING PAGE NUMBERS IN A SECTION FOOTER
- 5.5 REMOVING A SECTION BREAK

LESSON SUMMARY – WORKING WITH DOCUMENT SECTIONS

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

LESSON 6 - WORKGROUP COLLABORATION

- 6.1 TRACK CHANGES TO A DOCUMENT
- 6.2 ACCEPT/REJECT CHANGES TO A DOCUMENT
- 6.3 COMPARE AND MERGE CHANGES
- 6.4 INSERTING COMMENTS INTO A DOCUMENT

6.5 WEB PAGE PREVIEW
6.6 SAVING A DOCUMENT AS A WEB PAGE
6.7 INSPECTING DOCUMENTS
6.8 CHECKING DOCUMENT COMPATIBILITY
6.9 CHECKING DOCUMENT ACCESSIBILITY
6.10 PASSWORD PROTECTING A DOCUMENT
LESSON SUMMARY – WORKGROUP COLLABORATION
LESSON 6 QUIZ
LAB 6 – ON YOUR OWN

CLASS PROJECT

INDEX