



Microsoft Office Word Level 2

IS THIS FOR YOU?

This course is for anyone who wants to develop their skills to work more effectively with Microsoft Office Word.

AIMS AND OBJECTIVES

You will learn how to take control of the document structure, learn how to run a mail merge and learn how to save a document as a template.

PRE-REQUISITES

Before starting this course, it is recommended that you take the Microsoft Office Word Level 1 course.

ABOUT THIS COURSE

Lesson One – Customising Tables and Charts

- Sort Table Data and Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

Lesson Two – Customising Format with Styles and Themes

- Create and Modify Text Styles
- Create a Custom List
- Apply Document Themes

Lesson Three – Using Images in a Document

- Resize an Image
- Adjust Image Appearance and Wrap Text
- Insert and Format Screenshots

Lesson Four – Creating Custom Graphical Elements

- Create Text Boxes and Draw Shapes
- Add WordArt and other Text Effects
- Create Illustrations with SmartArt Graphics

Lesson Five – Inserting Content using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields using Quick Parts

Lesson Six – Controlling Text Flow

- Control Paragraph Flow
- Insert Section and Column Breaks
- Link Text Boxes to Control Text Flow

Lesson Seven – Using Templates to Automate Document Creation

- Create a Document using a Template
- Create a Template

Lesson Eight – Using Mail Merge

- The Mail Merge Feature
- Merge Envelopes and Labels
- Create a Data Source using Word

Lesson Nine – Using Macros to Automate Tasks

- Automate Tasks using Macros
- Create a Basic Macro

COURSE DURATION: 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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