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Course Name	Microsoft Word 2016 Intermediate
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	After you master the basics of using Microsoft® Word 2016 such as creating, editing, and saving documents; navigating through a document; and printing, you're ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization. Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam. **Audience profile** This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.
Course Outcome	In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents. You will: • Organize content using tables and charts. • Customize formats using styles and themes. • Insert content using quick parts. • Use templates to automate document formatting. • Control the flow of a document. • Simplify and manage long documents. • Use mail merge to create letters, envelopes, and labels.
Course Details	**Lesson 1: Organizing Content Using Tables and Charts** Topic A: Sort Table Data Topic B: Control Cell Layout Topic C: Perform Calculations in a Table Topic D: Create a Chart Topic E: Add an Excel Table to a Word Document (Optional)

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Lesson 2: Customizing Formats Using Styles and Themes

Topic A: Create and Modify Text Styles
Topic B: Create Custom List or Table Styles
Topic C: Apply Document Themes

Lesson 3: Inserting Content Using Quick Parts

Topic A: Insert Building Blocks
Topic B: Create and Modify Building Blocks
Topic C: Insert Fields Using Quick Parts

Lesson 4: Using Templates to Automate Document Formatting

Topic A: Create a Document Using a Template
Topic B: Create and Modify a Template
Topic C: Manage Templates with the Template Organizer

Lesson 5: Controlling the Flow of a Document

Topic A: Control Paragraph Flow
Topic B: Insert Section Breaks
Topic C: Insert Columns
Topic D: Link Text Boxes to Control Text Flow

Lesson 6: Simplifying and Managing Long Documents

Topic A: Insert Blank and Cover Pages
Topic B: Insert an Index
Topic C: Insert a Table of Contents
Topic D: Insert an Ancillary Table
Topic E: Manage Outlines
Topic F: Create a Master Document

Lesson 7: Using Mail Merge to Create Letters, Envelopes, and Labels

Topic A: The Mail Merge Feature
Topic B: Merge Envelopes and Labels