

# Microsoft® Office Word 2021-2024: Part 2

**Duration: 1 Day**

## Course Description:

After you master the basics of creating, editing, and printing Microsoft® Word documents, you're ready to move on to tackling the more advanced features. In this course, you will work with features such as formats, styles, and templates to create professional documents with a consistent look and feel. You will add visual interest to your documents by using the tables and charts features. Quick Parts and templates provide efficiency and consistency when adding content, and long complex documents can be simplified and managed in Master Documents. Finally, you will use the mail merge feature to automate sending individual letters to customers. Creating professional-looking documents can give you and your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings can help reduce expenses. Mastering these techniques will make you a valued employee in your organization. This material will benefit users of any current Office version. The classroom environment setup is based on Office 2021.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2021): Exam MO-100 and Word Expert (Office 365 and Office 2021): Exam MO-101 certifications.

## Target Audience:

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.

## Prerequisites:

To ensure your success, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. In addition, you should be able to navigate and perform common tasks in Word, such as opening, viewing, editing, and saving documents; formatting text and paragraphs; formatting the overall appearance of a page; and creating lists and tables. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Using Microsoft® Windows® 10 (Second Edition)
- Microsoft® Office Word 2021-2024: Part 1

## Course Objectives:

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 Outlines:

### 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)

### 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: Use Mail Merge
- Topic B: Merge Envelopes and Labels

Appendix A: Mapping Course Content to Word Associate (Office 365 and Office 2021): Exam MO-100

Appendix B: Mapping Course Content to Word Expert (Office 365 and Office 2021): Exam MO-101

Appendix C: Microsoft® Office Word 2021 Common Keyboard Shortcuts

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