

Course Objectives and Outline

Word 2016: Intermediate

Days: 1 **Prerequisites or Equivalent Skills:** Windows and Word Introduction

Target Student and Goals:

The target student for this course is an individual who wants to work more efficiently in Word. You will use styles and outlines, format tables, work with Excel data in documents, create SmartArt diagrams, draw shapes, format text graphically, create sections and format text in columns, use themes and design elements, manage document revisions, and create and edit templates.

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Examine and compare text formatting, work with character styles, and work with a document outline.
- Apply table formatting and styles, work with data in a table, and explore options for sharing Excel data in a Word document.
- Use SmartArt to create and modify a diagram, insert and modify shapes, format text using WordArt, create drop caps, and insert text boxes.
- Insert section breaks, format section headers and footers and page numbering, format text into multiple columns, and customize a document's appearance by applying background colors, fill effects, watermarks, and themes.
- Protect a document with a password, view and edit document properties, use Track Changes, work with comments, and use the Compatibility Checker, the Accessibility Checker, and the Document Inspector to share documents.
- Understand the purpose of templates, create templates and edit templates.

Course Outline:

Unit 1 : Styles and Outlines

- Examining formatting
- Defining and applying styles
- Modifying and deleting styles
- Using styles to create an outline
- BONUS: Generating a dynamic Table of Contents

Unit 2 : Working with sections & columns

- Creating sections & formatting sections
- Multiple columns
- Advanced Headers and Footers
- Advanced Page numbering
- Removing columns and sections

Unit 3 : Formatting tables

- Enhancing the appearance of a table
- Using borders and shading with tables
- Table data
- Table styles

Unit 4 : Working with Excel data

- Importing Excel data
- Linking vs. embedding data
- Updating data

Unit 5 : Illustrations

- Using SmartArt
- Working with Shapes

Unit 6 : Managing document revisions

- Tracking changes in a document
- Adding comments and highlighting
- Comparing document versions

Unit 7 : Templates

- Using a template
- Creating a template