



Course Objectives and Outline

Word 365: Power User

Hours: 3

Prerequisites or Equivalent Skills: Windows and Word Level 1

Target Student and Goals:

The target student for this course is an individual who wants to work more efficiently in Word. You will perform a mail merge, get a brief overview of Heading Styles, and work with reference elements including captions and creating both a Table of Figures and Table of Contents.

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:

- Use the Mailings tab to create form letters, create a recipient list, sort and filter records, and create mailing-label and envelope documents.
- Create a table of contents and a table of figures, add captions and cross-references, create an index, insert a bibliography, and add footnotes.

Course Outline:

Unit 1 : Mail Merge

- Creating form letters
- Using different data source files
- Merging addresses into mailing labels

Unit 2 : Long Documents

- Table of contents and figures
- Using endnotes and footnotes
- Creating an index