PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Word 2016 Intermediate Training

5808 8521

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1.0 DAY COURSE

This Microsoft Word training course is designed for those users who wish to improve their current knowledge of Word and take advantage of the more complex features. You will be able to divide a document into sections and columns, to format tables and populate them with data directly from Excel spreadsheets. You will also learn how to add recurrent data to documents in a series such as page numbers and headers.

This training course is designed for easy and effective learning by basic users to empower them to use Word 2016 effectively and efficiently.

This dynamic training course is now available throughout Hong Kong, including Central and also via instructor-led online training

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

The PD Training Microsoft Word 2016 Intermediate Training Course provides basic users with skill development in many of the primary functions of Word 2016 such as formatting tasks and paragraphs, understanding the interface, using styles, editing, sharing and more.

Outcomes

This training course covers the intermediate functions and features of Word 2016. Delegates will be able to create, modify, enhance and print a wide variety of documents using their newly acquired skills.

After completing this course, participants will have learned to:

- Work with Tables and Charts
- Create charts and perform calculations in a table
- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply and Customise Document Themes

- Integrate Pictures and Text
- Insert and Format Screenshots
- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt
- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts
- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow
- Create and use a Template
- Use mail merge
- Create a Data Source Using Word
- Automate Tasks Using Macros
- Create a Macro

Modules

Lesson 1: Working with Tables and Charts

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

Lesson 2: Customising Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply and Customise Document Themes

Lesson 3: Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots

Lesson 4: Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

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

Lesson 6: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns

- Link Text Boxes to Control Text Flow

Lesson 7: Using Templates

- Create a Document Using a Template
- Create a Template

Lesson 8: Using Mail Merge

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

Lesson 9: Using Macros

- Automate Tasks Using Macros
- Create a Macro

Talk to our expert team

Phone: 5808 8521

Email: enquiries@pdtraining.com.hk