



PROFESSIONAL  
DEVELOPMENT  
TRAINING

# Microsoft Word 2016 Intermediate Training - Online Instructor-led 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.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

**\*\*Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

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

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## 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

### Lesson 4: Creating Custom Graphic Elements



- Adjust Image Appearance
- 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

#### **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**

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