MS WORD 365 2021

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.

ORGANIZING CONTENT USING TABLES AND CHARTS

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Add an Excel Table to a Word Document (Optional)

CUSTOMIZING FORMATS USING STYLES AND THEMES

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

INSERT CONTENT USING QUICK PARTS

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

USING TEMPLATES TO AUTOMATE DOCUMENT FORMATTING

- Create a Document Using a Template
- Create and Modify a Template
- Manage Templates with the Template Organizer

CONTROLLING FLOW OF A DOCUMENT

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

SIMPLIFYING AND MANAGING LONG DOCUMENTS

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

USING MAIL MERGE TO CREATE LETTERS, ENVELOPES, AND LABELS

- Use Mail Merge
- Merge Envelopes and Labels