

WORD 2013: LEVEL 2

Available Dates: **Jan 9, Feb 12, Mar 13, Apr 11, May 10, Jun 10**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

In this ILT series course, students will further build on the skills acquired in the Microsoft Word basic course. Students will learn to use styles and outlines, and how to format tables. Then they will insert SmartArt diagrams, work with shapes, and format text graphically. They will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, they will use Track Changes and prepare documents for sharing and exporting. Finally, students will learn how to work with fields and perform a mail merge. This course will help students prepare for the Microsoft Office Specialist core-level exam for Word (exam 77-418) and the Microsoft Office Specialist Expert exam for Word (exam 77-419). For comprehensive certification training, students should complete the Basic and Advanced courses for Word.

Topic Outline:

Unit 1: Styles and outlines

Topic A: Examining formatting

Topic B: Working with styles

Topic C: Working with outlines

Unit 2: Table formatting

Topic A: Table design options

Topic B: Table data

Unit 3: Illustrations

Topic A: Creating diagrams

Topic B: Working with shapes

Topic C: Formatting text graphically

Unit 4: Advanced document formatting

Topic A: Creating and formatting sections

Topic B: Working with columns

Topic C: Document design

Unit 5: Document sharing

Topic A: Document properties

Topic B: Tracking changes

Topic C: Finalizing documents

Unit 6: Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes