

Microsoft Office Word 2016 / 365: Part 2

Lesson 1: Organizing Content Using Tables and Charts

- A: Sort Table Data
- B: Control Cell Layout
- C: Perform Calculations in a Table
- D: Create a Chart
- E: Add an Excel Table to a Word Document (Optional)

Lesson 2: Customizing Formats Using Styles and Themes

- A: Create and Modify Text Styles
- B: Create Custom List or Table Styles
- C: Apply Document Themes

Lesson 3: Inserting Content Using Quick Parts

- A: Insert Building Blocks
- B: Create and Modify Building Blocks
- C: Insert Fields Using Quick Parts

Lesson 4: Using Templates to Automate Document Formatting

- A: Create a Document Using a Template
- B: Create and Modify a Template
- C: Manage Templates with the Template Organizer

Lesson 5: Controlling the Flow of a Document

- A: Control Paragraph Flow
- B: Insert Sections Breaks
- C: Insert Columns
- D: Link Text Boxes to Control Text Flow

Lesson 6: Simplifying and Managing Long Documents

- A: Insert Blank and Cover Pages
- B: Insert an Index
- C: Insert a Table of Contents
- D: Insert an Ancillary Table
- E: Manage Outlines
- F: Create a Master Document

Lesson 7: Using Mail Merge to Create Letters, Envelopes, and Labels

- A: The Mail Merge Feature
- B: Merge Envelopes and Labels