

Microsoft®

Word 2016

Level 2

Courseware 6291

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Course Description

This *Microsoft® Word 2016 - Level 2* teaches students how to apply some intermediate skills along with basic skill sets to work with business documents such as letters, forms, and newsletters. The user will acquire fundamental concepts and skills, building on this foundation as they continue to increase their productivity to apply creative features and enhance various documents.

Suggested Course Length: 12-24 Hours

Course Prerequisites

This course is a continuation of the *Microsoft Word 2016 – Level 1* courseware, in which you were introduced to the basic concepts and skills required for creating and manipulating common types of documents, such as letters, memos, or simple reports. Students who wish to become proficient using the intermediate features of Microsoft Word 2016 will benefit from taking this course.

About this Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Using Tables

Lesson Objectives
Working with Tables
Inserting a Table
 Working with Text
 Formatting the Table
Modifying Tables
 Adjusting the Width or Height
 Inserting Rows, Columns or Cells
 Deleting Rows, Columns or Cells
 Merging and Splitting Cells
 Setting Row Headings
 Using Table Styles
 Modifying Cells
Converting Tabular Information
 Converting a Table to Text
 Converting Text to a Table
Sorting Lists of Data
Lesson Summary
Review Questions

Lesson 2: Working with Illustrations

Lesson Objectives
Inserting Images
Inserting Picture Files
Inserting Online Pictures
Inserting Screenshots
Manipulating Pictures
Working with Shape Objects
Drawing Shapes
Using Text Boxes
Manipulating Shapes
Using SmartArt
Using the Text Pane
Manipulating the SmartArt
Lesson Summary
Review Questions

Lesson 3: Working with References

Lesson Objectives
Why Use References?
Using Captions
 Inserting a Table of Figures
Using Footnotes or Endnotes
Inserting Citation Sources
 Editing an Author
 Inserting a Bibliography
 Managing Your Sources

Creating a Table of Contents
Inserting a Cover Page
Lesson Summary
Review Questions

Appendices

Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
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