

Microsoft Word – Level 2

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no.	213-16
Duration	1.00 day(s) 6:00 hours ¹
Website link	https://pmctraining.com/training/microsoft-word-level-2/

Advanced Skills for Today's Workplace

This one-day course will help you understand how to create and modify tables in order to organize and enhance data; use the Mail Merge feature with different data sources and main documents to create form letters, envelopes and mailing labels; use styles to create consistently formatted documents and to facilitate changing paragraph and character formatting; create and insert Quick Parts to reuse data and content and create documents with consistent standards; and create and use templates to provide consistent document editing and formatting.

Learning outcomes

At the end of this workshop, you will be able to:

- Create and Modify Tables
- Perform Mail Merges
- Work with Styles
- Quickly insert routine Document Content using Building Blocks
- Use and Create Templates

Workshop topics

Creating and Managing Tables

- Creating Tables
- Modifying and Formatting Tables

Using Mail Merge

- Mail Merge Overview
- Form Letters
- Data Sources

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

- Envelopes
- Mailing Labels

Managing Styles

- Styles Overview
- Applying Styles
- Modifying Styles
- Creating Styles
- Copying Styles

Reusing Data and Content

- Quick Parts Overview
- Working with Document Properties
- Working with Building Blocks

Working with Templates and Forms

- Using Templates
- Creating Templates
- Working with Forms

Prerequisites

There are no prerequisites for this course.

Note on Versions:

This workshop is applicable to users of Microsoft 365, 2019, and 2016 versions. While some features or layouts may differ slightly between versions, the core skills and tools covered remain consistent.

Who should attend this course?

This workshop is intended for anyone who has a good working knowledge of Microsoft Word and is seeking to increase their level of expertise in this application.