



# Microsoft Word 2016 Level 2



## DURATION

1 Day

## COURSE OVERVIEW

During this course you will create complex documents and build personalised efficiency tools using Microsoft Office Word 2016

## TARGET AUDIENCE

This course is designed for people who are able to create and modify standard business documents in Microsoft Word 2016 but need to know how to create and modify complex business documents and customised Word efficiency tools.

## LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Customise Word.
- Use proofing and printing options.
- Use and manipulate advanced formatting techniques.
- Create and use sections.
- Use and create watermarks.
- Use advanced graphics options.
- Use advanced find and replace options
- Create footnotes, endnotes and bookmarks.

## PRE-REQUISITES

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- Microsoft Word 2016 Level 1

## COURSE CONTENTS

- Customizing Word 2016.
- Proofing and printing.
- Word 2016 compatibility mode.
- Advanced paragraph formatting.
- Advanced picture manipulation.
- Headers, footers and sections.
- Watermarks.
- Advanced table manipulation.
- Manipulating Styles.
- Text wrapping and pictures.
- Using columns in Word 2016.
- Autocorrect in Word 2016.
- Building blocks.
- Advanced find and replace features.
- Using paste special.
- Using captions within Word 2016.
- Footnotes and endnotes.
- Bookmarks and cross-references.