

**Module Title** : Microsoft Word 2019 Intermediate  
**Duration** : 1 Day

## Course Overview

After you master the basics of using Microsoft® Word such as creating, editing, and saving documents, navigating through a document, and printing, you're ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization.

Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings help your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

## Who Should Attend

This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

## Course Objectives

In this course, you will learn intermediate Word skills.

- Using objects such as tables and charts.
- Format tables and charts
- Customizing styles.
- Using Quick Parts and templates.
- Controlling the Flow of a Document
- Inserting Table of Contents, Index and Cover pages
- Using Master Documents

## Course Content

Lesson 1: Organizing Content Using Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Add an Excel Table to a Word Document (Optional)

#### Lesson 2: Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

#### Lesson 3: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

#### Lesson 4: Using Templates to Automate Document Formatting

- Create a Document Using a Template
- Create a Template

#### Lesson 5: Controlling the Flow of a Document

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

#### Lesson 6: Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

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

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word