

## Intermediate Microsoft Word 2016: Styles, Templates, Working with Mail Merge and Macros

**Duration:** 1 day | **Price:** \$175

**Course Description:** This course is designed to help users who are already familiar with Word's basic features. By the end of this course, users should be comfortable with using tools like styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also know how to use and customize advanced graphical options.

Comprehensive hands on exercises are integrated throughout to reinforce learning and develop real competency.

**Course Prerequisites:** Knowledge equivalent to attending the [Introduction to Microsoft Word 2016: Essential Editing and Formatting, Working with Tables and Lists](#) course.

### Creating and Modifying Text Styles

- Types of Text Styles
- Applying Styles
- Character Spacing
- Custom Styles
- The Create New Style from Formatting Dialog Box
- Style Modification Options
- Assigning Keyboard Shortcuts to Styles
- Tools for List Styles
- Tools for Table Styles

### Applying and Customizing Document Themes

- Applying Document Themes
- Changing the Style Set
- Creating Custom Style Sets
- The Document Formatting Group
- Creating Custom Color Schemes
- Creating Custom Font Schemes
- Saving Custom Themes

### Creating Text Boxes and Pull Quotes

- Types of Text Boxes
- Inserting a Text Box with the Text Box Gallery
- Drawing a Text Box
- The Drawing Tools "Format Contextual Tab"
- Applying Text Box Styles
- Formatting Text Boxes
- Applying Shadow and 3-D Effects
- Changing Text Direction
- Saving the Selection to the Text Box Gallery
- Arranging Text Boxes

### Drawing Shapes

- Shapes in Word
- Types of Shapes
- The Drawing Canvas
- Text Wrapping Styles
- Adding Text to a Shape
- Modifying Text in a Shape
- Adding Captions
- Setting Shape Styles
- Resizing Options
- Positioning Options

### Adding WordArt and Other Text Effects

- WordArt
- Drop Caps

### Creating Complex Illustrations with SmartArt

- SmartArt Graphics
- The Choose a SmartArt Graphic Dialog Box

- Adding Text and Images to the Diagram
- SmartArt Graphic Categories
- The SmartArt Tools Contextual Tabs

## Inserting, Creating and Modifying Building Blocks

- Quick Parts
- Building Blocks
- The Building Blocks Organizer Dialog Box
- The Create New Building Blocks Dialog Box
- Building Block Modification Options
- Copying Building Blocks Between Documents

## Inserting Fields Using Quick Parts

- Fields
- Field Code Syntax
- The Field Dialog Box

## Controlling Text Flow

- Paragraph Flow Options
- Sections and Section Breaks
  - Inserting Section Breaks
  - Types of Section Breaks
  - Creating Section Titles
- Inserting Columns
  - Text Columns
  - Text Column Options
- Linking Text Boxes to Control Text Flow
- Inserting Text from a File

## Creating a Document Using a Template

- Templates in Word
- Creating a Document from a Template
- Viewing Personal Templates
- Template Storage Locations
- Creating a New Template
- Modifying a Template
- Attaching a Template to a Document
- Managing Templates with the Organizer
- The Default Template Location

## Using Mail Merge

- Mail Merge Fields
- Mail Merge Rules
- Data Sources
- The Mail Merge Process
- The Mailings Tab
- The Mail Merge Wizard and Related Dialog Boxes
- Opening a Mail Merge Document with a Data Source Attached
- Unlinking a Data Source

## Merge Envelopes and Labels

- Merge Options for Envelopes and Labels
- Creating a Single Envelope or Label
- Setting Up a Return Address

## Creating a Data Source Using Word

- Using a Data Source
- Data Guidelines
- Creating a Data Source Using Word

## Automating Tasks Using Macros

- Visual Basic for Applications
- The Developer Tab
- The Macros Dialog Box
- Macro Security Components
- Creating a Macro
- The Record Macro Dialog Box
- Creating Keyboard Shortcuts for Macros
- Assigning Macros to Buttons
- Managing Macros with the Organizer

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