

## Information Technology and Computer Skills Training

# WORD 2016 INTERMEDIATE

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$125.00

### Course Content

Learners who attend this Intermediate Level workshop will receive information to increase their proficiency in the following areas:

#### TEMPLATES & STYLES

- Using Existing Templates
- Creating a Template
- Modifying a Template
- Applying Quick Styles
- Changing the Style Set
- Creating a Style Set & a New Style
- Modifying a Style
- Managing Styles

#### COLUMNS & TABLES

- Creating Columns
- Adding a Column Break
- Modifying Column Layout
- Creating a Table
- Inserting & Deleting Rows & Columns
- Modifying Table Borders
- Adjusting Column Width in a Table
- Adjusting Row Height in a Table
- Formatting a Table
- Merging & Splitting Cells
- Changing Text Orientation & Alignment
- Totaling Rows & Columns
- Converting Text to a Table
- Sorting Data in a Table
- Applying Cell shading to a Table

#### WORKING WITH GRAPHICS

- Adding a Picture from a File
- Inserting Online Images
- Adding Shapes
- Formatting Drawing Objects
- Resizing & Moving Objects
- Adjusting Graphics
- Cropping Images
- Applying Picture Styles to Images
- Applying Image Effects
- Inserting Word Art, Smart Art & Organizational Charts
- Modifying Organizational Charts
- Taking a Screenshot

#### USING MAIL MERGE

- Setting up a Merge Letter
- Selecting Recipients from a Data Source
- Writing your Letter
- Previewing your Letter
- Completing the Merge
- Creating a Recipient List
- Merging Labels
- Merging Envelopes

#### WORKING WITH DOCUMENT SECTIONS

- Inserting a Section Break
- Setting Section Margins & Page Orientation
- Modifying Section Headers & Footers
- Modifying Page Numbers in a Section Footer
- Removing a Section Break

#### WORKGROUP COLLABORATION

- Track Changes to a Document
- Accept/Reject Changes to a Document
- Compare & Merge Changes
- Inserting Comments into a Document
- Web Page Preview
- Saving a Document as a Web Page
- Inspecting Documents
- Checking Document Compatibility
- Checking Document Accessibility
- Password Protecting a Document



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