

Microsoft Office Word 2019: Part 2

Course Overview

This course will teach students about Microsoft Office Word 2019, including organizing content using tables and charts, customizing formats using styles and themes, inserting content using Quick Parts, using templates to automate document formatting, controlling the flow of a document, simplifying and managing long documents, and using Mail Merge to create letters, envelopes, and labels.

<u>Course Introduction</u>	3m
Instructor Introduction	
Course Introduction	
<u>Chapter 1 - Organizing Content Using Tables and Charts</u>	36m
Organizing Content Using Tables and Charts	
Topic A: Sort Table Data	
The Sort Dialog Box	
Demo - Sorting Table Data	
Topic B: Control Cell Layout	
Merged Table Cells	
Merged Title Row and Category Cells	
Cell Alignment and Text Direction	
Demo - Controlling Cell Layout	
Topic C: Perform Calculations in a Table	
Formula Examples	
Function Arguments	
Equations	
Ink Equations	
Demo - Performing Calculations in a Table	
Topic D: Create a Chart	
Chart Components	
Chart Types	
The Chart in Microsoft Word Window	
Contextual Chart Tabs	
Chart Buttons	
The Caption Dialog Box	
Demo - Creating a Chart	
Topic E: Add an Excel Table to a Word Document	
Excel Data Paste Options	
The Object Dialog Box	
Excel Interface in Word	
Demo - Adding an Excel Table to a Word Document	
Chapter 1 Review	

Chapter 2 - Customizing Formats Using Styles and Themes

28m

Customizing Formats Using Styles and Themes

Topic A: Create and Modify Text Styles

Built-In Styles

The Styles Gallery on the Ribbon

Styles Task Pane Launcher

The Styles Task Pane

Linked Style

Heading and Subheading Styles

Kerning

The Create New Style from Formatting Dialog Box

Style Modification Options

Style Sets

Demo - Creating and Modifying Text Styles

Completed Document with Styles

Topic B: Create Custom List or Table Styles

New List Style

New Table Style

Demo - Creating and Modifying List and Table Styles

Topic C: Apply Document Themes

Themes

The Save Current Theme Dialog Box

Custom Color Set

Custom Font Set

Guidelines for Formatting a Word Document

Demo - Applying Document Themes

Chapter 2 Review

Chapter 3 - Inserting Content Using Quick Parts

22m

Inserting Content Using Quick Parts

Topic A: Insert Building Blocks

Quick Parts Menu

The Building Blocks Organizer Dialog Box

Demo - Inserting Building Blocks

Topic B: Create and Modify Building Blocks

The Create New Building Block Dialog Box

Demo - Creating and Modifying Building Blocks

Topic C: Insert Fields Using Quick Parts

Fields and Field Codes

Field Code Syntax

The Field Dialog Box

Demo - Inserting Fields

Chapter 3 Review

Chapter 4 - Using Templates to Automate Document Formatting

17m

Using Templates to Automate Document Formatting

Topic A: Create a Document Using a Template

Word Templates

Template Categories

Template Storage Locations

Demo - Creating a Document Using a Template
Topic B: Create and Modify a Template
Save a File as a Template
MacroButton Syntax
Demo - Creating a Template
Demo - Modifying a Template
Topic C: Manage Templates with the Template Organizer
The Template Organizer
Demo - Managing Templates with the Template Organizer
Chapter 4 Review

Chapter 5 - Controlling the Flow of a Document

19m

Controlling the Flow of a Document
Topic A: Control Paragraph Flow
Paragraph Flow Options
Demo - Controlling Paragraph Flow
Topic B: Insert Section Breaks
Sections and Section Breaks
Types of Section Breaks
When to Use Section Breaks
Demo - Inserting Section Breaks
Topic C: Insert Columns
Text Columns with Column Breaks
The Columns Dialog Box
Demo - Inserting Columns
Topic D: Link Text Boxes to Control Text Flow
Linked Text Boxes
Demo - Linking Text Boxes to Control Text Flow
Chapter 5 Review

Chapter 6 - Simplifying and Managing Long Documents

36m

Simplifying and Managing Long Documents
Topic A: Insert Blank and Cover Pages
Cover and Blank Pages
Demo - Inserting Cover and Blank Pages
Topic B: Insert an Index
The Index Dialog Box
The Mark Index Entry Dialog Box
Concordance File
Index Styles
Demo - Indexing a Document
Topic C: Insert a Table of Contents
Table of Contents
The Table of Contents Dialog Box
Demo - Inserting a Table of Contents
Topic D: Insert an Ancillary Table
The Table of Figures Dialog Box
Demo - Adding a Table of Figures
The Mark Citation Dialog Box
The Table of Authorities Dialog Box

Demo - Adding a Table of Authorities
Topic E: Manage Outlines
Outline View
Demo - Creating and Organizing an Outline
Topic F: Create a Master Document
Master Document
Benefits of Master Documents
Demo - Creating a Master Document
Demo - Modifying a Master Document
Chapter 6 Review

Chapter 7 - Using Mail Merge to Create Letters, Envelopes, and Labels

29m

Using Mail Merge to Create Letters, Envelopes, and Labels

Topic A: Use Mail Merge
Mail Merge Fields and Merge Results
Data Sources
Guidelines for Creating a Data Source
Mail Merge Fields
The Address Block Field
The Match Fields Dialog Box
The Greeting Line Field
Mail Merge Process
Mail Merge Wizard
The Mailings Tab
Demo - Performing a Mail Merge
Fields in the Main Document
The Mail Merge IF Rule
The Mail Merge Recipients Dialog Box
SQL Warning Message
Demo - Modifying and Updating the Mail Merge
Topic B: Merge Envelopes and Labels
Envelope Merge Fields and Results
Mailing Address
Demo - Merging Label Data
Demo - Merging Envelope Data
Chapter 7 Review
Course Closure

Total Duration: 3h 11m