



INFOCUS COURSEWARE

Microsoft Word 2016

Level 2 (with Challenge Exercises)



Product Code: INF1651

❖ General Description

This course aims to enhance existing skills by covering more specific documentation creation aspects such as working with multiple documents, formatting tables, tabs, lists, merging, section breaks, templates and more.

❖ Learning Outcomes

At the completion of this course you should be able to:

- modify **Word** options
- work with document properties
- create and format columns
- use formatting techniques to position text and paragraphs
- work with multiple documents
- create and apply styles
- manage styles in a document or template
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert headers and footers into a document
- create and work with headers and footers in long and complex documents
- create and edit recipient lists
- perform a mail merge from scratch
- produce address labels from a mailing list
- customise mail merges
- draw and format shapes
- work extensively with shapes
- insert and work with text boxes
- manage and manipulate text boxes
- use table features to improve the layout and format of tables
- enhance and correct pictures

❖ Prerequisites

Microsoft Word 2016 - Level 2 (with Challenge Exercises) assumes a basic understanding of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

243 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

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❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.appliededucation.edu.au

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Mail Merge Recipient Lists

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Selecting Shapes
Resizing Shapes
Moving Shapes
Aligning Shapes
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Enhancing Shapes

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Filling Shapes
Applying a Solid Fill to Shapes
Applying a Gradient Fill to a Shape
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Inserting and Formatting Text
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Applying Reflection Effects
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Applying 3D Rotation Effects
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Text Boxes

Understanding Text Boxes
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Typing Text Into a Text Box
Positioning a Text Box
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Challenge Exercise Sample

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Challenge Exercise Sample

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Merging Table Cells
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Challenge Exercise
Challenge Exercise Sample

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Softening and Beveling Edges
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