



## Word 2016 Level 2 Course Content

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### Course Objectives:

- Create and modify tables to organize data and enhance appearance.
- Use the Mail Merge task pane with different data sources and main documents to create form letters, envelopes, and mailing labels.
- Use styles to create consistently formatted documents and to facilitate changing paragraph and character formatting.
- Create and insert Quick Parts to reuse data and content and create documents with consistent standards.
- Use existing templates to provide consistent document editing and formatting, and create custom form templates.

*This course is for students who want to enhance their skills working with Microsoft Office Word documents.*

### Course Content:

#### Creating and Managing Tables

Creating Tables  
Modifying and Formatting Tables

#### Using Mail Merge

Mail Merge Overview  
Form Letters  
Data Sources  
Envelopes and Mailing Labels

#### Managing Styles

Styles Overview  
Applying and Modifying Styles  
Creating and Copying Styles

#### Reusing Data and Content

Quick Parts Overview  
Working with Document Properties  
Working with Building Blocks

#### Working with Templates and Forms

Using Templates  
Creating Templates  
Working with Forms