

## Microsoft Office Word 2019/2021 – Part 2

### COURSE OVERVIEW

In this course, you will work with features such as formats, styles, and templates to create professional documents with a consistent look and feel. You will add visual interest to your documents by using the tables and charts features. Quick Parts and templates provide efficiency and consistency when adding content, and long complex documents can be simplified and managed in Master Documents. Finally, you will use the mail merge feature to automate sending individual letters to customers. Creating professional-looking documents can give you and your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings can help reduce expenses. Mastering these techniques will make you a valued employee in your organization. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2021): Exam MO-100 and Word Expert (Office 365 and Office 2021): Exam MO-101 certifications.

### WHO SHOULD ATTEND?

This course is designed for participants who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

### COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Customize formats using styles and themes.
- Insert content using Quick Parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.
- Use mail merge to create letters, envelopes, and labels.

### KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Working with formats, styles, and templates
- Creating professional documents with a consistent look and feel
- Using tables and charts to add visual interest
- Using Quick Parts and templates for efficiency and consistency
- Managing long complex documents with Master Documents
- Automating document creation with mail merge
- Preparation for Word Associate (Office 365 and Office 2021): Exam MO-100
- Preparation for Word Expert (Office 365 and Office 2021): Exam MO-101 certifications

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded