



Microsoft Word 2016 Level 2 Training Syllabus

Using Mail Merge
Working with the Data Source
Working with the Main Document
Merging Envelopes and Labels
Creating a Newsletter
Adding Special Effects to Text
Inserting a Picture and Using Picture Effects
Inserting a Section Break and Setting Up Columns
Wrapping Text Around a Picture
Working with Long Documents
Formatting Text with Styles
Using Themes and Style Sets
Customizing Bullet and Number Formats
Navigating Long Documents
The Navigation Pane
Splitting the Window
Large Tables
Organizing Long Documents
Creating a Table of Contents
Multiple Headers and Footers
Restarting and Formatting Page Numbers
Different First Page Header or Footer
Creating an Index
Marking Index Entries
Generating Index Entries Using a Concordance
Inserting and Updating the Index
Keeping Text Together
Watermarks