



## 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