



103-P25-CE



In-Class



16 hours

## Course Description:

The Microsoft Word - Level II training class is designed for participants looking to create or modify complex business documents using advanced techniques. The course includes hands-on training and practical exercises covering advanced formatting, table creation and formatting, image and graphic management, advanced page layout and design, integration of illustrations and visual elements, and improved document viewing and navigation. Upon completion, participants will be equipped to efficiently manage and produce professional documents.

## Target Audience:

This course is intended for participants who need to learn how to use Microsoft Word to create or modify complex business documents.

## Course Objectives:

- Recognize the Navigation Pane for document views management efficiently.
- Construct a Table of Contents that accurately reflects the structure of the document.
- Evaluate changes made to a document.
- Compare two documents to identify differences and similarities.
- Develop envelopes and labels using the mail merge feature.
- Implement editing restrictions on a Word document to enhance security.
- Apply various types of illustrations for document presentation.
- Apply bookmarks for navigation within lengthy documents.

## Course Outline:

### Module 1: Viewing Your Documents

- Document Views.
- Using the Navigation Pane.
- Multiple Windows.

### Module 2: Working with Long Documents

- Adding a Table of Contents.
- Updating the Table of Contents.
- Deleting the Table of Contents.
- Footnotes and Endnotes.
- Inserting Citations and a Bibliography.
- Adding an Index.
- Inserting a Table of Figures.
- Inserting and Updating a Table of Authorities.
- Creating an Outline.

### Module 3: Review and Collaborating on Documents

- Adding Comments.
- Tracking Changes.
- Viewing Changes, Additions, and Comments.
- Accepting and Rejecting Changes.

### Module 4: Comparing and Combining Documents

- Comparing Documents.
- Combining Documents.

### Module 5: Managing Mailings

- Creating Envelopes and Labels.
- Using Mail Merge.

### Module 6: Protecting Documents

- Making Word Documents Read Only.
- Password Protect Word Documents.
- Removing Metadata from Files.
- Restrict Formatting and Editing.

### Module 7: Working with Illustrations

- Adding and Editing Charts.
- Working with Clip Art.
- Using Shapes.
- Working with Icons.
- Working with SmartArt.



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- Creating Captions.
- Using Building Blocks.

## Module 8: Random Useful Items

- Using Bookmarks.
- Adding Watermarks.
- Adding Titles to Sections.
- Inserting Built-in Fields.
- Using the Go to Feature.
- Using Macros.
- Customizing the Ribbon.
- Preparing a Document for Internationalization and Accessibility.
- Using the Cloud.
- Sharing.

## Assessment and Attendance Strategy:

- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

## Upon Successful Completion of this Course, participants will obtain:

1.3 CEUs

## Course Language:

- Material: English
- Instruction and Explanation: Bilingual (EN <>AR)

## Prerequisites:

Satisfactory completion of Microsoft Word - Level I