

## Microsoft Word 365 Level 2 Course Outline

Duration: 1 Day

This Microsoft Word 365 Level 2 intermediate training course is perfect for those who have a basic understanding of Word but are ready to take their skills to the next level. This course is packed with exciting intermediate-level topics like advanced formatting techniques, customising templates, and using cutting-edge features like mail merge. And with a focus on the latest version of Word 365, you'll learn how to harness its latest features to create even more complex and professional-looking documents.

### What You'll Learn

- Learn to work with styles and templates for consistent formatting
- Create professional-looking documents using graphics and diagrams
- Automate tasks efficiently with mail merge
- Manage and organise long documents effectively
- Collaborate using Word 365 online tools

### Course Prerequisites

This Level 2 Intermediate Word course is perfect for those with a foundational understanding of Word who are ready to take their skills further. To make the most of this training, we recommend the following:

- A basic understanding of Microsoft Word, including how to create and edit simple documents, format text, and use basic features like saving and printing.
- General computer skills, such as navigating a PC or Mac and managing files with ease.

### Full Course Outline

#### Templates and Styles to Work More Efficiently

Using existing templates  
Creating and modifying a template  
Applying quick styles  
Working with styles

#### Working with Graphics and Charts

Adding complex shapes, icons, and 3D models  
Formatting drawing objects  
Adjusting graphics

- Cropping images
- Applying picture styles to images
- Using the background removal tool
- Inserting and modifying an organisation chart
- Inserting and modifying other professional diagrams
- Taking a screenshot

### **Mail Merge for the Modern World**

- An easy way to get started
- Choosing a data source
- Writing and previewing your document
- Testing the mail merge
- Filtering the recipients list
- Completing the mail merge

### **Controlling the Flow of a Document**

- Control paragraph flow
- Understanding the benefits of section breaks
- Inserting and editing different types of section breaks
- Removing section breaks
- Working with columns
- Setting section margins and page orientation
- Modifying section headers and footers

### **Workgroup Collaboration**

- Track changes to a document
- Accept or reject changes to a document
- Compare and merge changes
- Inspecting documents
- Checking document accessibility
- Password protecting a document
- Marking a document as final

### **Word 365 Online Feature**

- Collaboration using the share feature
- Cloud-based storage with OneDrive
- Mobile app functionality and compatibility
- Real-time co-authoring.
- Go back in time with version history

## Training Benefits

**Comprehensive training materials:** Access detailed notes and exercise files for future reference.

**Post-training support:** Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

**Certificate of completion:** Celebrate your achievement with a certificate that recognises your effort and skills.

**Practical learning environment:** Experience hands-on training designed to build confidence and inspire trust.