Microsoft Word 2016 Level 2

Now that you understand the basics, learn how to create more complex documents in Word 2016 while automating tasks and implementing time-saving features. Topics include shapes, WordArt and SmartArt; managing documents through custom themes, building blocks, section breaks and page backgrounds; character and paragraph styles; references and hyperlinks; navigation and organization; and saving, sharing and protecting documents.

Who Should Take This Course?

This course is for individuals who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Word 2016.

Course Objectives

- Insert and format shapes and text boxes, and insert and format SmartArt diagrams
- Create custom themes, use building blocks and section breaks, and apply page backgrounds
- Create and modify custom character and paragraph styles
- Insert footnotes and endnotes, insert a table of contents, and apply hyperlinks
- Navigate a large document, and use master documents and subdocuments
- Save documents in various sharable formats, add and manage comments, and protect a document from unwanted changes

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Microsoft Word 2016 Level 1 or equivalent experience

Course Content

Insert and format shapes and text boxes, and insert and format SmartArt diagrams

- Insert shapes, change shape borders and styles, and apply WordArt
- Insert and format SmartArt

Create custom themes, use building blocks and section breaks, and apply page backgrounds

- Create custom themes by separately choosing fonts, themes and effects
- Quickly insert pre-formatted document content using building blocks
- Vary page layout throughout a document by separating it into sections
- Apply page backgrounds behind the text of a document

Create and modify custom character and paragraph styles

- Use advanced character formatting; create and modify character styles; and use paste options to copy only certain attributes of selected text
- Create and modify paragraph styles, and understand and control the relationships among those styles

Insert footnotes and endnotes, insert a table of contents, and apply hyperlinks

- Insert endnotes and footnotes, and change note options and formatting
- Insert a table of contents, use the Table of Contents window, change table of contents styles, and update a table of contents
- Apply different types of hyperlinks

Navigate a large document, and use master documents and subdocuments

- Navigate a large document using the Navigations pane; and use advanced find and replace features, Go To, and the Navigation pane's Search box to find specific document elements
- Use master documents and subdocuments, and rearrange subdocuments

Save documents in various sharable formats, add and manage comments, and protect a document from unwanted changes

- Save documents in other file formats, publish them to fixed formats, and distribute them to others over the Internet
- Add, remove and edit comments in a document
- Mark documents as final, encrypt their contents, or restrict how users can edit them

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a

Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting Certificate Programs & Certifications on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.