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## Microsoft Word Level 2 - 2016

### **WORD CHAPTER 1: USING MAIL MERGE**

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- Introducing Mail Merge
  - Components of Mail Merge
  - The Benefits of Mail Merge
  - The Mailings Tab
- Working with the Data Source
  - Reviewing Your Records
  - Managing the Address List
- Working with the Main Document
- Conducting a Merge
  - To Save or Not to Save?
- Working with Merge Problems
- Merging Envelopes and Labels
  - Generating Envelopes with Mail Merge
  - Generating Labels with Mail Merge

### **WORD CHAPTER 2: CREATING A NEWSLETTER**

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- Adding Special Effects to Text
- Inserting a Picture and Using Picture Effects
- Inserting a Section Break and Setting Up Columns
- Artistic Effects and Wrapping Text Around a Picture
- Inserting Cover Pages
- Printing Part of a Document

### **WORD CHAPTER 3: WORKING WITH LONG DOCUMENTS**

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- Formatting Text with Styles
  - Custom Styles
- Modifying Styles and Clearing All Formatting
- Removing and Deleting Styles
- Using Themes and Style Sets
  - Customizing a Theme
- Using Special Characters
- Navigating Long Documents
  - The Navigation Pane
- Large Tables

### **WORD CHAPTER 4: ORGANIZING LONG DOCUMENTS**

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- Creating a Table of Contents
  - Creating a Page for the Table of Contents
  - Table of Contents Links
  - The Update Table Button
  - The Table of Contents Dialog Box
- 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
- Watermarks