
Course Description: Create better documents in less time. Learn how to work with headers and footers, build and format tables, and insert pictures. Students learn to create templates, set up a mail merge and use formatting shortcuts.

Module 1 – Introduction to Templates

- What is a Template?
- Building a Template
- Inserting Symbols or Special Characters
- Changing the Spacing and Position of Text
- Using Borders
- Date Codes and Fields
- Creating AutoText
- Changing Page Views
- Working with Headers and Footers
- Inserting Pictures
- Making Modifications to the Picture
- Saving a Template Preview Picture
- Saving the Template
- Opening a Template Copy
- Using Word's Templates

Module 2 – Mail Merge and Automation

- What is Mail Merge?
- Starting the Mail Merge Wizard
- Identifying the Main Document
- Identifying the Data Source
- Creating a Data Source in Word
- Using Excel as a Data Source
- Adding Data Fields to the Main Document
- Merging and Printing

Module 3 – Creating Professional Looking Reports

- Changing Paragraph Spacing
- Indenting and Outdenting
- Using the Format Painter
- Headers, Footers, and Page Numbering
- Adding a Cover Sheet from Building Blocks
- Setting a Different Header and/or Footer on the First Page
- Adding Bullets
- Creating Custom Bullets
- Controlling Page Flow
- Line Numbering

Module 4 – Using Tables in Documents

- What is a Table and When to Use One
- Changing Margins and Page Orientation
- Creating Tables
- Navigating in Tables
- Adding Text to Tables
- Resizing Columns and Rows
- Inserting Rows and Columns
- Merging and Splitting Cells
- Nesting Tables
- Changing Borders
- Adding Shading
- Applying Table Styles
- Hide/Show Gridlines
- Sorting Information in a Table
- Adding Excel Spreadsheets to Word

Module 5 – Appendix

- Modifying the Ribbon
- Keyboard Shortcuts