global knowledge™

MICROSOFT WORD 365 - PART 2

Course Code: 821476

This intermediate-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level.

By the end of this course, users should be comfortable with using tools such as styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also understand how to create complex documents using tables, charts, and various types of illustrations.

Most of the features Microsoft incorporated in Office 2019 already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

What You'll Learn

- Working with Tables and Charts
- Customizing Formats Using Styles and Themes
- Using Images in a Document
- Creating Custom Graphic Elements
- Inserting Content Using Quick Parts
- Using Templates
- Using Mail Merge
- Using Macros

Who Needs to Attend

This intermediate-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level.

Prerequisites

This course assumes that the user has completed the first level of our Microsoft Word 365 courseware, or has equivalent knowledge of the following topics:

- Using the various parts of the Microsoft Word interface
- Getting help in Microsoft Word
- Creating, opening, and saving a basic document
- Applying formatting to text
- Inserting tables and graphical objects
- Controlling paragraph and page layout using the tools on the Home tab, Layout tab, and Page Setup dialog box
- Proofing a document for errors
- Customizing the Microsoft Word environment

A basic understanding of Microsoft Excel is helpful when completing the first lesson

of this course, but is not required.

global knowledge™

MICROSOFT WORD 365 - PART 2

Course Code: 821476

CLASSROOM LIVE	$295 USD	1 Day

Classroom Live Outline

Lesson 1: Working with Tables and Charts

- Topic A: Sort Table Data
- Topic B: Control Cell Layout
- Topic C: Perform Calculations in a Table
- Topic D: Create a Chart
- Topic E: Modify a Chart

Lesson 2: Customizing Formats Using Styles and Themes

- Topic A: Create and Modify Text Styles
- Topic B: Modify Text Styles
- Topic C: Create Custom List or Table Styles
- Topic D: Apply Document Themes
- Topic E: Customize Document Themes

Lesson 3: Using Images in a Document

- Topic A: Resize an Image
- Topic B: Adjust Image Appearance
- Topic C: Integrate Pictures and Text
- Topic D: Insert and Format Screenshots
- Topic E: Insert Video

Lesson 4: Creating Custom Graphic Elements

- Topic A: Create Text Boxes and Pull Quotes
- Topic B: Format Text Boxes and Pull Quotes
- Topic C: Draw Shapes
- Topic D: Modify Shapes
- Topic E: Add WordArt and Other Text Effects
- Topic F: Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

- Topic A: Insert Building Blocks
- Topic B: Create and Modify Building Blocks
- Topic C: Insert Fields Using Quick Parts

Lesson 6: Controlling Text Flow

- Topic A: Control Paragraph Flow
- Topic B: Insert Section Breaks
- Topic C: Insert Columns
- Topic D: Link Text Boxes to Control Text Flow

Lesson 7: Using Templates

- Topic A: Create a Document Using a Template
- Topic B: Create a Template

Lesson 8: Using Mail Merge

- Topic A: Mail Merge Basics
- Topic B: Perform a Mail Merge
- Topic C: Merge Envelopes and Labels
- Topic D: Create a Data Source Using Word

Lesson 9: Using Macros

- Topic A: Automate Tasks Using Macros
- Topic B: Create a Macro

global knowledge™

MICROSOFT WORD 365 - PART 2

Course Code: 821476

VIRTUAL CLASSROOM LIVE	$295 USD	1 Day

Virtual Classroom Live Outline

Lesson 1: Working with Tables and Charts

- Topic A: Sort Table Data
- Topic B: Control Cell Layout
- Topic C: Perform Calculations in a Table
- Topic D: Create a Chart
- Topic E: Modify a Chart

Lesson 2: Customizing Formats Using Styles and Themes

- Topic A: Create and Modify Text Styles
- Topic B: Modify Text Styles
- Topic C: Create Custom List or Table Styles
- Topic D: Apply Document Themes
- Topic E: Customize Document Themes

Lesson 3: Using Images in a Document

- Topic A: Resize an Image
- Topic B: Adjust Image Appearance
- Topic C: Integrate Pictures and Text
- Topic D: Insert and Format Screenshots
- Topic E: Insert Video

Lesson 4: Creating Custom Graphic Elements

- Topic A: Create Text Boxes and Pull Quotes
- Topic B: Format Text Boxes and Pull Quotes
- Topic C: Draw Shapes
- Topic D: Modify Shapes
- Topic E: Add WordArt and Other Text Effects
- Topic F: Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

- Topic A: Insert Building Blocks
- Topic B: Create and Modify Building Blocks
- Topic C: Insert Fields Using Quick Parts

Lesson 6: Controlling Text Flow

- Topic A: Control Paragraph Flow
- Topic B: Insert Section Breaks
- Topic C: Insert Columns
- Topic D: Link Text Boxes to Control Text Flow

Lesson 7: Using Templates

- Topic A: Create a Document Using a Template
- Topic B: Create a Template

Lesson 8: Using Mail Merge

- Topic A: Mail Merge Basics
- Topic B: Perform a Mail Merge
- Topic C: Merge Envelopes and Labels
- Topic D: Create a Data Source Using Word

Lesson 9: Using Macros

- Topic A: Automate Tasks Using Macros
- Topic B: Create a Macro

Oct 20 - 20, 2026 | 9:00 AM - 5:00 PM EDT

Nov 10 - 10, 2026 | 12:00 - 8:00 PM EST

Dec 8 - 8, 2026 | 12:00 - 8:00 PM EST

global knowledge™

MICROSOFT WORD 365 - PART 2

Course Code: 821476

PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

Date created: 9/12/2026 7:52:26 PM

Copyright © 2026 Global Knowledge Training LLC. All Rights Reserved.