Word 365 Level 2 : Word 365 Level 2

Organize content using tables and charts, ensure consistent formatting in a document using templates and styles, simplify and manage long documents, and effectively use the mail merge feature in word.

Course Outcomes

Upon successful completion of this course, you will be able to:

Organize content using tables and charts.
Customize formats using styles and themes.
Insert content using Quick Parts.
Use templates to automate document formatting.
Control the flow of a document.
Simplify and manage long documents.
Use mail merge to create letters, envelopes, and labels.