

## Course Content

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### Overview

This course will allow you to automate the process of reporting and documenting in Word. Learn essential tips and tricks to using Word effectively.

**Duration** – 1 Day

### Prerequisite

Minimum 1 year experience with formal training to an intermediate level in Word.

### Content

#### Organizing Content Using Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Add an Excel Table to a Word Document

#### Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Apply Document Themes

#### Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

#### Using Templates to Automate Document Formatting

- Create a Document Using a Template
- Create and Modify a Template
- Manage Templates with the Template Organizer

#### Controlling the Flow of a Document

- Control Paragraph Flow
- Insert Columns
- Link Text Boxes to Control Text Flow

#### Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents