Lesson Plan: Advanced Word

Purpose & Objectives

This workshop is designed for those who wish to go beyond the basics.

After completing this workshop, participants will be able to:

• Create and modify document styles as well as perform a mail merge
• Insert sections, page numbers, headers, footers and page breaks
• Create and update a table of contents
• Manipulate images and page layouts

Audience

• Experienced Word users

What We Cover

I. Working with Text
   A. Creating and Modifying Styles
   B. Finding, Replacing, and Aligning Text

II. Working with Multiple Paged Documents
   A. Inserting Sections and Page Breaks
   B. Creating and Updating a Table of Contents (TOC)
   C. Inserting Headers, Footers and Page Numbers
   D. Changing Page Layouts (Borders, Columns, Landscape/Portrait)

III. Performing a Mail Merge
   A. Mail Merge Wizard
      1. Letters
      2. Labels