This intermediate word processing course will use Microsoft Word 2016. Use built in templates to create a letter. Add graphics (images, shapes and text boxes) to a Word document. Orient them with respect to the text. Use mail merge to create labels and envelopes. **Prerequisites:** Experience at the level of Word Fundamentals I including formatting and styles. Basic experience with Zoom including screen sharing.

**Operation:**
The general approach is that concepts and operations will be demonstrated to the students. Individual exercises or “projects” will be divided into discrete steps and the students will practice those steps until they are confident they have mastered them. Feel free to ask questions. A set of procedures broken down into steps will be distributed as handouts. Share your results and problems with the instructors. Practice at home is the key to learning to use Word or any other tool.

**Topics**

**A. Templates**
Use a template to create a letter or trifold.

**B. Add pictures, shapes, text boxes**
1. **Review tables. Use a table to arrange an image in a Word document**
2. **Learn the fundamentals of moving and arranging images in a Word document**
3. **Apply these concepts to a text box and a built-in shape.**

**C. Mail merge**
1. **Set up labels and envelopes and import addresses from a simple data base.**
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