

Microsoft Office Word 2016 Level 2 - Checklist



Outcomes Achieved	X
Lesson 1: Managing Lists: Page 2 - 9	
Sort a list	
Reorder a list	
Customise a list	
Lesson 2: Customising Tables and Charts: Page 18 - 32	
Sort table data	
Control cell layout	
Perform calculations in a table	
Create Charts	
Lesson 3: Creating Customised Formats with Styles and Themes: Page 44 - 58	
Create or modify a text style	
Create a custom list or table style	
Apply default and customised document themes	
Lesson 4: Modifying Pictures: Page 66 - 84	
Resize a picture	
Adjust the picture appearance settings	
Wrap text around the picture	
Insert and format screenshots in a document	

Outcomes Achieved	X
Lesson 5: Page 92 - 111	
Create textboxes and pull quotes	
Draw Shapes	
Add WordArt & other Special Effects to text	
Create complex illustrations with SmartArt	
Lesson 6: Inserting Content Using Quick Parts: Page 120 - 131	
Insert, Create and Modify Building Blocks	
Insert fields using Quick Parts	
Lesson 7: Controlling Text Flow: Page 138 - 150	
Control Paragraph Flow	
Insert Section Breaks and Columns	
Link textboxes to control text flow	
Lesson 8: Using Templates to Automate Document Creation: Page 158 - 164	
Create a document based on a template	
Lesson 9: Automating Mail Merge: Page 170 - 191	
Use Mail Merge features	
Merge Envelopes and Labels	
Create a Data Source using Word	
Lesson 10: Using Macros to Automate Tasks: Page 198 - 204	
Automate tasks using Macros	
Creating Macros	
Final Assessment	

Student Name and Surname: _____

Identity Number: _____

Date: _____

Signed: _____

