

Word 2016 - Part 1

Overview

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Prerequisites

- Using Microsoft Windows 10
- Microsoft Windows 10: Transition from Windows 7

Prerequisite Comments

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser.

Target Audience

This course is intended for students who want to learn basic Word 2016 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Course Objectives

In this course, you will learn fundamental Word 2016 skills. You will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

[Register Online](#)

Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
04/20/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
05/12/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
06/01/21	G2R	10:00AM - 6:00PM	Global COL	OLL	\$295.00
06/22/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
08/23/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
10/19/21	G2R	10:00AM - 6:00PM	Global COL	OLL	\$295.00
12/13/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00

Course Outline

1 - Getting Started with Word

Topic A: Navigate in Microsoft Word
Topic B: Create and Save Word Documents
Topic C: Manage Your Workspace
Topic D: Edit Documents
Topic E: Preview and Print Documents
Topic F: Customize the Word Environment

2 - Formatting Text and Paragraphs

Topic A: Apply Character Formatting
Topic B: Control Paragraph Layout
Topic C: Align Text Using Tabs
Topic D: Display Text in Bulleted or Numbered Lists
Topic E: Apply Borders and Shading

3 - Working More Efficiently

Topic A: Make Repetitive Edits
Topic B: Apply Repetitive Formatting
Topic C: Use Styles to Streamline Repetitive Formatting Tasks

4 - Managing Lists

Topic A: Sort a List
Topic B: Format a List

5 - Adding Tables

Topic A: Insert a Table
Topic B: Modify a Table
Topic C: Format a Table
Topic D: Convert Text to a Table

6 - Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters
Topic B: Add Images to a Document

7 - Controlling Page Appearance

Topic A: Apply a Page Border and Color

Topic B: Add Headers and Footers

Topic C: Control Page Layout

Topic D: Add a Watermark

8 - Preparing to Publish a Document

Topic A: Check Spelling, Grammar, and Readability

Topic B: Use Research Tools

Topic C: Check Accessibility

Topic D: Save a Document to Other Formats

Related Courses, Certifications, Exams

- Using Microsoft Windows 10
- Microsoft Windows 10 - Transition from Windows 7
- Outlook 2016 - Part 1
- Word 2016 - Part 2
- Word 2016 - Part 3

Technical

- [Azure](#)
- [Dynamics CRM](#)
- [Exchange](#)
- [SharePoint](#)
- [Skype for Business](#)
- [SQL Server](#)
- [System Center](#)
- [Visual Studio](#)
- [Windows](#)
- [Windows Server](#)

- [Cisco](#)
- [Citrix](#)
- [Cloud and Big Data](#)
- [CompTIA](#)
- [IBM](#)
- [Info Security](#)
- [ITIL](#)
- [Red Hat](#)
- [VMware](#)

Applications

- [Office 365](#)
- [Access](#)
- [Excel](#)

- [One Note](#)
- [Outlook](#)
- [PowerPoint](#)
- [Project](#)
- [Publisher](#)
- [Visio](#)
- [Word](#)

- [Acrobat](#)
- [Captivate](#)
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- [Illustrator](#)
- [InDesign](#)
- [Photoshop](#)
- [Crystal Reports](#)
- [QuickBooks](#)

Business

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