

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.

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

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