



Word 2016 - Part 1

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

Length Days: 1 | Length Hours: 8

Prerequisites

Using Microsoft Windows 10

Microsoft Windows 10: Transition from Windows 7

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

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

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

Working More Efficiently

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

Managing Lists

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

Adding Tables

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

Inserting Graphic Objects

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

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

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

