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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Office Word 2016: Part 1



About this Course:

Electronic word processing is an asset for organizations worldwide, while we might still use a paper to write down our grocery list, we use a word processor for most of our office tasks. Without the word processor, it is impossible to carry out day to day business tasks.

Whether you are a manager or a lawyer, you need to use Microsoft Word.

Microsoft Word 2016 is specifically programmed to make your day to day documentation tasks easy. It is a fun way to file and edit a document. It has powerful and interesting features. This course aims to teach you the basics of

Microsoft Word processing, including its key features such as to create, edit, and format a document. Other than that, it includes adding tables and lists, incorporating design elements and layouts and proofing documents.

Course Objectives:

At the end of this course, you will be able to:

- Navigate and use the word for operations like open, view, edit, save, print and configure documents
- Modify text and paragraphs
- Operations such as Find and Replace, Format Painter and Styles
- Adding lists, sorting, numbering and arranging data
- Create and format lists and tables
- Use visuals including symbols, illustrations, pictures and clip art to make your documents
- Use borders, headers, watermarks, layouts, and footers to make a document more appealing
- Use grammar features including spellings, readability, and accessibility

Audience:

The target audience for this course are candidates who wish to learn the fundamentals of Word 2016 including skills such as creating and editing documents; adding tables and lists, and leveraging different features to make your document better.

Prerequisites:

Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management, and logical operations.

Our recommended pre-requisite courses are:

- *Microsoft Windows10*
- *Microsoft Windows 10: Transition from Windows 7*

Course Outline:

Lesson 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

Lesson 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

Lesson 3: Working More Efficiently

Topic A: Make Repetitive Edits

Topic B: Apply Repetitive Formatting

Topic C: Use Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

Topic A: Sort a List

Topic B: Format a List

Lesson 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

Lesson 6: Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters

Topic B: Add Images to a Document

Lesson 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

Lesson 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