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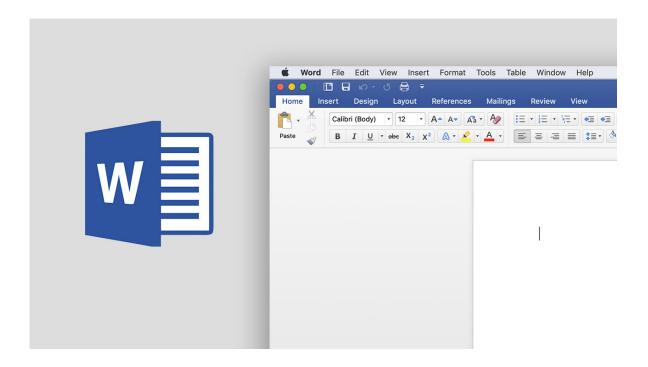
Learning Style: On Demand

Provider: Microsoft

Difficulty: Beginner

Course Duration: 10 Hours

Word 2016 Beginner - Part 1

About this course:

Beginners will learn the kind of basics that all computer users should know. If you already work with Microsoft Word, this course also offers a deeper look at the features and functionality of the program.

Audience:

- Word is for anyone who writes. It's used by students, CEO's, and everyone in between

Prerequisite:

- There are no prerequisites required for this course

Course Outline:

- **Introduction**
- **QA Toolbar**
- **The Ribbon**
- **Backstage View and Status Bar**
- **Entering Text**
- **Saving Into New Folders**
- **Showing Pilcrows and Opening Files**
- **Save As**
- **Navigating and Selecting**
- **Editing, Saving, Closing, and Resuming**
- **Formatting Paragraphs**
- **Cutting, Copying, and Pasting**
- **Numbering and Bullets**
- **Document Themes**

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