

# **Microsoft Office Word 2016: Part 1**

**Modality: Virtual Classroom**

**Duration: 1 Day**

## **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 Windows 10*
- *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