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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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