Word 2016 Intermediate - Part 1

Modality: On Demand

Duration: 4 Hours

About this Course:

Microsoft Word is the most popular word processing application. This course is designed to give you the essential skills to optimize your documents efficiently. Our Microsoft Word experts give you hands-on experience on how to use all the features that come with this powerful word processing tool.

Audinece:

- Anyone who would like to create tables and charts in Word documentsuse formatting to create table of contents, cover pages, and practice using features that speed up your work in this application. Knowledge of Word Introduction concepts is a plus, but not required.

Prerequisites:

- Have a beginner level knowledge of Microsoft Word 2016

Course Outline:

- Introduction
- Tab Stops via Ruler
- Tab Stops via Dialog Launcher
- Converting Tabs to Tables
- Creating New Tables
- Formatting Tables
- Sorting Tables
- Calculating in Tables
- Paragraph Styles
- Applying Paragraph Styles
- Character and Linked Styles
- Modifying or Deleting Styles
- Using the Navigation Pane to Outline Documents