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**Learning Style: On Demand**

**Technology: Microsoft**

**Difficulty: Beginner**

**Course Duration: 10 Hours**

## Word 2016 Beginner - Part 2



### 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:

- Page Breaks
- Margins
- Section Breaks
- Separate Headers for Separate Sections
- Footers
- Saving Footers for Later
- Inserting Cover Pages
- Proofing Tools - Part 1
- Proofing Tools - Part 2
- Find and Replace
- Using Built-In Templates
- Creating Templates
- Sending Documents by Email
- Printing Documents
- Printing Envelopes
- Printing Mailing Labels

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