Microsoft Word 2016: Mac

Modality: On Demand

Duration: 2 Hours

About the course:

MS Word 2016 is bringing Office Word's powerful strength to the Mac for PC. This upgrade to MS word processing software, with online compatibility with iCloud and OneDrive, truly makes Microsoft Word 2016 a first-class admin tool.

Course Objective:

After completion of this online training, applicants have an ability to:

· Learn the Most Powerful Tools for Word 2016

· Generate good-looking documents beginning with Scratch

· Study important tips and tricks to use in a professional environment

· Understanding of MS Word features like text, page formatting, object and media, comments, edit, views, file tab, printing, share and collaborate, and word-online assessment.

Audience:

This course is designed for:

· Anyone in need of improving their skills and being more productive at work

Prerequisites:

· There are no prerequisites for this online training course.

Suggested prerequisites courses:

· An Introduction – MS Word 2013

Course Outline:

What's New in Word 2016

- The redesigned ribbon
- Keyboard shortcuts
- SharePoint and OneDrive
- Ways to collaborate
- Threaded comments

Basics

- Create a new document
- Open an existing document
- Saving options
- View and navigate the document
- Print options

Enter and Edit Text

- Insert text
- Cut, copy, paste, and rearrange text
- Find and replace
- Undo and redo
- Change the font, font size, style, and color
- Text styles
- Document themes

Format Text, Paragraph, and Pages

- Create and edit headers and footers
- Format a paragraph
- Set tab stops and indents
- Adjust line spacing
- Create columns
- Borders and shading
- Change page size, margins, and orientation

Bulleted and Numbered Lists

- Create a bulleted or numbered list
- Edit a bulleted or numbered list

Tables

- Insert a table
- Format a table
- Insert, delete, and arrange columns and rows

- Insert, delete, and arrange cells

Graphics and Images

- Insert an image or shape
- Arrange graphics
- Insert WordArt
- Insert a chart
- Apply a style to an image or graphic

Spelling and Grammar

- Check spelling and grammar
- Set authoring and proofing preferences
- Thesaurus and smart look up

Collaborate and Share

- Insert and edit comments
- Review comments and track changes
- Protect your document

Knowledge Assessments

- What's New in Word 2016?
- Basics
- Enter and Edit Text
- Format Text, Paragraph, and Pages
- Bulleted and Numbered Lists
- Tables
- Graphics and Images
- Spelling and Grammar
- Collaborate and Share

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