

Microsoft Word 2016: PC

Modality: On Demand

Duration: 2 Hours

About this course:

In this training program, students will study how MS Word 2016 offers the user experience with many new functions and improvements and core functionality. Microsoft Word 2016 is a first-class word processing application with online integration with OneDrive ®. This directs you across MS Word and explores the practical implementation of its many functions.

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 including 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

- New ribbon option
- 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
- Saving and syncing docs with OneDrive
- Recovering documents
- Printing 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, Paragraphs, and Pages

- Create and edit header and footer
- Insert and edit page numbers
- 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 and arrange an image
- Insert and arrange a shape
- Insert WordArt
- Insert a chart
- Apply a style to an image or graphic

Spelling and Grammar

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

Collaborate and Share

- Insert and edit comments
- Review comments and track changes
- Protect your document
- Editing your doc within OneDrive

Managing References

- Inserting footnotes
- Cycling through footnotes
- Setting up writing styles
- Managing sources
- Inserting citations

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
- Managing References