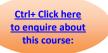
Microsoft® Office Word 2016: Introduction





Course Duration: 1 Day

Overview:

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs.

Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft® Word 2016 is designed to help you move smoothly through the task of creating professionallooking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

In this course, you will learn fundamental Word 2016 skills.

You will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

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Target Student:

Ctrl+ Click here <u>to enquire about</u> this course:

This course is intended for students who want to learn basic Word 2016 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content. This course is also designed for those individuals who may be interested in some of the new features available in the Office 2016 suite of products.

Prerequisites:

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. For example, you can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills:

- Using Microsoft® Windows® 10

- Microsoft® Windows® 10: Transition from Windows® 7

Course Content

Lesson 1: Getting Started with Word Topic A: Navigate in Microsoft Word Topic B: Create and Save Word Documents Topic C: Manage Your Workspace Topic D: Edit Documents **Topic E:** Preview and Print Documents **Topic F:** Customize the Word Environment

Lesson 2: Formatting Text and Paragraphs

Topic A: Apply Character Formatting Topic B: Control Paragraph Layout Topic C: Align Text Using Tabs Topic D: Display Text in Bulleted or Numbered Lists Topic E: Apply Borders and Shading

Lesson 3: Working More Efficiently

Topic A: Make Repetitive Edits

- Topic B: Apply Repetitive Formatting
- Topic C: Use Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

Topic A: Sort a List

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Topic B: Format a List Lesson 5: Adding Tables Topic A: Insert a Table Topic B: Modify a Table Topic C: Format a Table Topic D: Convert Text to a Table

Lesson 6: Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters Topic B: Add Images to a Document Lesson 7: Controlling Page Appearance

Topic A: Apply a Page Border and ColorTopic B: Add Headers and FootersTopic C: Control Page LayoutTopic D: Add a Watermark

Lesson 8: Preparing to Publish a Document

Topic A: Check Spelling, Grammar, and Readability
Topic B: Use Research Tools
Topic C: Check Accessibility
Topic D: Save a Document to Other Formats