

Microsoft® Office Word 2016: Part 1 (Desktop/Office 365™)

Duration: 1 Day

Method: Instructor-Led Training (ILT)

Certification: Microsoft Office Specialist (MOS) Word 2016 — Exam:77-725

Course Description

Microsoft Word 2016 is designed to help persons move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, participants will 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.

Target Audience

This course is intended for:

- Persons who want to learn basic Word 2016 skills, such as creating, editing, and formatting documents, etc.

Prerequisites

To attend this course, attendees must have:

- Completed the *Using Microsoft Windows® 10* course or have equivalent knowledge and skills

Course Objectives

Upon successful completion of this course, attendees will be able to:

- 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 colours, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.



Course Topics

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
- **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 Colour
- **Topic B:** Add Headers and Footers
- **Topic C:** Control Page Layout
- **Topic 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

ACTIVITIES INCLUDED

