

Microsoft® Office Word 2016: Part 1

Course length: 1 day(s)

Course Description

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.

Course Objective

Microsoft® Word 2016 is designed to help you 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, 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.

Prerequisites

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. We recommend that students to be comfortable in the Windows® 8 or 10 environments, and be able to use Windows to manage information on their computers. Specific tasks the students should be able to perform include: being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser.

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



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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 Color

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

Appendix A: Microsoft Office Word 2016 Exam 77-725

Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts