



Course:

Microsoft Word 2016: Basic

Course Details

Duration: 1 Day

Summary

This course covers the basic functions and features of Word. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics. For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Word.

Outline

Unit 1: Getting started

Topic A: The Word window

Topic B: New documents

Topic C: Word Help

Unit 2: Navigation and selection techniques

Topic A: Document navigation

Topic B: Selection techniques

Unit 3: Editing text

Topic A: Working with text

Topic B: Using Undo and Redo

Topic C: Cutting, copying, and pasting text



Unit 4: Formatting text

- Topic A: Character formatting
- Topic B: Tab settings
- Topic C: Paragraph formatting
- Topic D: Paragraph spacing and indents
- Topic E: Automatic formatting

Unit 5: Tables

- Topic A: Creating tables
- Topic B: Working with table content
- Topic C: Changing the table structure

Unit 6: Page layout

- Topic A: Headers and footers
- Topic B: Margins
- Topic C: Page breaks

Unit 7: Proofing and printing documents

- Topic A: Checking spelling and grammar
- Topic B: Using AutoCorrect
- Topic C: Finding and replacing text
- Topic D: Printing documents
- Topic E: PDF and XPS documents

Unit 8: Graphics

- Topic A: Adding graphics and clip art
- Topic B: Working with graphics