

Course Name	Microsoft Word 2016 Basic
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	<p>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.</p> <p>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.</p> <p>This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.</p> <p><b>Audience profile</b> 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.</p>
Course Outcome	<p>In this course, you will learn fundamental Word 2016 skills.</p> <p>You will:</p> <ul style="list-style-type: none"> <li>• Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.</li> <li>• Format text and paragraphs.</li> <li>• Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.</li> <li>• Enhance lists by sorting, renumbering, and customizing list styles.</li> <li>• Create and format tables.</li> <li>• Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.</li> <li>• Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.</li> <li>• Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.</li> </ul>

Course Details	<p><b>Lesson 1: Getting Started with Word</b></p> <p>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</p> <p><b>Lesson 2: Formatting Text and Paragraphs</b></p> <p>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</p> <p><b>Lesson 3: Working More Efficiently</b></p> <p>Topic A: Make Repetitive Edits Topic B: Apply Repetitive Formatting Topic C: Use Styles to Streamline Repetitive Formatting Tasks</p> <p><b>Lesson 4: Managing Lists</b></p> <p>Topic A: Sort a List Topic B: Format a List</p> <p><b>Lesson 5: Adding Tables</b></p> <p>Topic A: Insert a Table Topic B: Modify a Table Topic C: Format a Table Topic D: Convert Text to a Table</p> <p><b>Lesson 6: Inserting Graphic Objects</b></p> <p>Topic A: Insert Symbols and Special Characters Topic B: Add Images to a Document</p> <p><b>Lesson 7: Controlling Page Appearance</b></p> <p>Topic A: Apply a Page Border and Color Topic B: Add Headers and Footers Topic C: Control Page Layout Topic D: Add a Watermark</p>
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