

Word 2016 – Level 1

Duration: 1 day

Overview:

In this course, students 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 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.

At Course completion:

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

- Identify the components of the Word interface
- Create a document
- Navigate, select, find and replace text
- Apply character formatting
- Align text using tabs
- Control paragraph layout
- Apply styles, borders and manage formatting
- Insert, modify and format tables
- Sort, renumber and customise lists
- Work with symbols and images
- Control page appearance
- Add watermarks, headers and footers
- Use proofing tools

Module 1: Getting Started with Word

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage your workspace
- Edit documents
- Preview and Print documents
- Customise the Word environment

Module 2: Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Align Text using tabs
- Display text in Bulleted or Numbered Lists
- Apply borders and shading

Module 3: Working More Efficiently

- Make repetitive edits
- Apply repetitive formatting
- Use styles to streamline repetitive formatting tasks

Module 4: Managing Lists

- Sort a List
- Format a List

Module 5: Adding Tables

- Insert a Table
- Modify a Table
- Format a table
- Convert Text to a Table

Module 6: Inserting Graphic Objects

- Insert Symbols and Special characters
- Add images to a document

Module 7: Controlling Page Appearance

- Apply a page border and colour
- Add headers and footers
- Control page layout
- Add a watermark

Module 8: Preparing to Publish a Document

- Check spelling, grammar and readability
- Use research tools
- Check accessibility
- Save a document to other formats