



Formatting Text and Paragraphs in Word 2016

Course ID #: 7000-523-ZZ-Z

Hours: 2

Course Content

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.

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.

Target Student:

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.

Topics:

Lesson 1: Formatting Text and Paragraphs

Topic A: Apply Character Formatting

- The Font Group
- Font Options
- Galleries
- The Mini Toolbar
- Task Panes
- How to Apply Font Options
- Applying Font Options
- Text Highlighting Options
- How to Apply Text Highlighting
- Highlighting Text

Topic B: Control Paragraph Layout

- The Paragraph Group
- Margins
- Paragraph Alignment Options
- Hyphenation Options
- How to Control Paragraph Alignment Options
- Changing Alignment and Hyphenation
- Rulers
- Indents
- Indent Markers
- Indentation Options
- The Tab Character
- How to Control Paragraph Indentation



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- Changing Paragraph Indentation
- Line and Paragraph Spacing
- How to Control Line and Paragraph Spacing
- Setting Line and Paragraph Spacing

Topic C: Align Text Using Tabs

- Custom Tab Stops
- Types of Custom Tab Stops
- The Tabs Dialog Box
- How to Align Text Using Tabs
- Guidelines for Using Tabs and Indents
- Aligning Text Using Tabs

Topic D: Display Text in Bulleted or Numbered Lists

- Lists
- Bulleted Lists
- Numbered Lists
- How to Create Bulleted and Numbered Lists
- Creating a Bulleted List

Topic E: Apply Borders and Shading

- Types of Borders
- Shading
- The Borders and Shading Dialog Box
- How to Apply Borders and Shading
- Adding Borders and Shading