



Getting Started with Word 2016

Course ID #: 7000-522-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: Getting Started with Word

Topic A: Navigate in Microsoft Word

- Word 2016
- Differences Between the Word Desktop Application and Mobile App
- Features Not in the Word Mobile App
- Universal Apps
- Office Online Apps
- Word Documents
- Other Documents
- The Word Application Window
- The Ribbon
- Other Ribbon Components
- Document Views
- Tell Me
- Help
- The Zoom Bar
- Zoom Options
- Scroll Bars
- Keyboard Navigation
- The Navigation Pane
- How to Navigate within a Word Document
- Navigating within a Word Document



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Topic B: Create and Save Word Documents

- New Document
- The Backstage View
- Templates
- Text Entry
- Text from a File
- AutoCorrect
- Save Options
- Text Formatting Marks
- How to Create and Save Word Documents
- Creating and Saving a New Document
- Saving a Document to a Different File
- Saving Revisions in the Current File
- Microsoft OneDrive
- Signing into Office 365 and OneDrive (Optional Instructor Demo)
- Word Online
- Navigating in Word Online (Optional Instructor Demo)

Topic C: Manage Your Workspace

- Window Views
- Window Closing Behavior
- How to Manage the Word Document Workspace
- Managing the Workspace

Topic D: Edit Documents

- Text Selection Techniques
- How to Select Text
- Selecting Text
- The Clipboard Task Pane
- Paste Options
- Drag and Drop
- Undo and Repeat/Redo
- How to Copy and Move Text
- How to Undo and Redo Edits
- Copying and Moving Text
- Paragraph Structure
- Text Deletion
- How to Control Paragraph Structure
- Editing to Control Paragraph Structure

Topic E: Preview and Print Documents

- Preview and Print Options
- How to Preview and Print a Document
- Previewing and Printing a Document

Topic F: Customize the Word Environment

- Word Options
- Office Themes
- Quick Access Toolbar
- How to Customize the Word Interface
- Customizing the Word User Interface