



Preparing to Publish a Word 2016 Document

Course ID #: 7000-529-ZZ-Z

Hours: 1

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: Preparing to Publish a Document

- Checking Spelling, Grammar, and Readability

Topic A: Check Spelling, Grammar, and Readability

- Spelling and Grammar Check Options
- What the Grammar Check Looks For
- The Dictionary
- The Readability Statistics Dialog Box
- The Word Count Dialog Box
- How to Enable Readability Statistics
- How to Check the Number of Words in a Document
- How to Check Spelling and Grammar in a Document

Topic B: Use Research Tools

- The Thesaurus
- How to Use the Thesaurus
- Using the Thesaurus
- The Translation Feature
- The Research Task Pane
- The Research Options Dialog Box
- Insights for Office
- How to Use the Research Task Pane
- Looking Up Information on the Web



Preparing to Publish a Word 2016 Document

Course ID #: 7000-529-ZZ-Z

Hours: 1

Topic C: Check Accessibility

- Accessibility
- Section 508
- Accessibility Checker
- How to Create Accessible Word Documents
- Checking Accessibility

Topic D: Save a Document to Other Formats

- Other Document Formats
- File Format Options
- How to Save a Document to a Different File Format
- Saving in a Different File Format