



Working More Efficiently in Word 2016

Course ID #: 7000-524-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: Working More Efficiently

Topic A: Make Repetitive Edits

- Find and Replace
- Find Options
- Find and Replace Formatting
- Wildcard Search
- How to Use Find and Replace to Make Repetitive Edits
- How to Find and Replace Formatting
- Using Find and Replace to Edit

Topic B: Apply Repetitive Formatting

- The Reveal Formatting Task Pane
- How to Reveal Formatting
- Format Painter
- Repeat Format
- How to Repeat Format Changes
- Copying and Repeating Formats
- Clear Formatting Options
- How to Clear Formatting
- Clearing Formatting



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Topic C: Use Styles to Streamline Repetitive Formatting Tasks

- Styles
- Benefits of Styles
- Types of Word Styles
- Where Styles Are Saved
- Quick Style Sets
- The Styles Task Pane
- Guidelines to Get Formatting Under Control
- How to Create and Apply Word Styles
- Creating and Applying Styles