



# Microsoft® Word 2016 Level 1

**Course Description:** This course introduces students to word processing using Microsoft® Office Word 2016.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** To learn to create, edit, and enhance standard business documents using Microsoft® Office Word 2016.

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

- Identify the various components of the Microsoft® Office Word 2016 environment
- Create a document
- Edit documents by locating and modifying text
- Format text
- Format paragraphs
- Proof documents to make them more accurate
- Control a document's page setup and its overall appearance

**Prerequisite:** Experience and familiarity with the Windows environment.

Course Outline	
<b>Explore the User Interface</b> <ul style="list-style-type: none"><li>• Quick Access Toolbar</li><li>• Use Ribbons and Tabs</li><li>• Open/save/close a document</li><li>• Backstage View</li><li>• Tell Me What You Want to Do Feature</li></ul> <b>Edit a Document</b> <ul style="list-style-type: none"><li>• Select/replace text</li><li>• Edit text</li><li>• Insert/delete/rearrange text</li><li>• Use copy/cut/paste options</li></ul> <b>Proof a Document</b> <ul style="list-style-type: none"><li>• Check spelling and grammar</li><li>• Use/customize Autocorrect</li><li>• Enhance meaning using the thesaurus</li></ul> <b>Utilize Different Document Views</b> <ul style="list-style-type: none"><li>• Switch document views</li><li>• Display/hide Rulers</li><li>• Switch between documents</li><li>• Use synchronous scrolling</li></ul>	<b>Format Text</b>  <b>Format Paragraphs</b> <ul style="list-style-type: none"><li>• Set spacing</li><li>• Set tabs to align text</li><li>• Apply styles</li></ul> <b>Format Documents</b> <ul style="list-style-type: none"><li>• Set margins and page breaks</li><li>• Use tab settings</li><li>• Use numbered or bulleted lists</li></ul> <b>Control Page Appearance</b> <ul style="list-style-type: none"><li>• Control page layout</li><li>• Apply a page border and color</li><li>• Add watermarks</li><li>• Add Header and Footers</li></ul> <b>Print Documents</b> <ul style="list-style-type: none"><li>• Preview a document</li><li>• Understand print options</li><li>• Print envelopes and labels</li></ul>