

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 Windows environment

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

Course Description: This course is the second in a series of three Microsoft® Office Word 2016 courses. You will learn to create complex documents in Microsoft® Word 2016 by adding components, such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2016 efficiency tools. This Word course is designed for persons who create and modify standard business documents in Microsoft® Word 2016, and who need to learn how to use the program to create or modify complex business documents.

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:

- Customize tables and charts
- Modify pictures in a document
- Create customized graphic elements
- Insert content using Quick Parts
- Create a Word form

Prerequisite: Microsoft® Word Level 1 or comparable Word experience.

Course Outline	
<p>Insert Content Using Quick Parts</p> <ul style="list-style-type: none"> • Create a Quick Part • Add Quick Parts to a document • Use the Building Blocks Organizer <p>Customize Tables</p> <ul style="list-style-type: none"> • Create a table • Use table features • Insert/delete rows and columns • Sort table data • Apply borders and shading • Using the border painter <p>Customize Graphic Elements</p> <ul style="list-style-type: none"> • Insert Word Art, Online Pictures (Clip Art), Pictures • Use advanced layout options • Create watermarks 	<p>Customize Drawing Objects</p> <ul style="list-style-type: none"> • Create a drawing object • Apply fill color/3-D effects • Resize/format/change object • Use Smart Art <p>Use Chart Creation Features</p> <ul style="list-style-type: none"> • Create a chart (in Word and from Excel) • Edit datasheet and chart type <p>Insert Online Media</p> <p>Use Themes and Styles</p> <ul style="list-style-type: none"> • Apply a style • Create/modify a Style • Use a document theme <p>Create a Table of Contents</p>

Course Description: This course is the third in a series of three Microsoft® Office Word courses. You will learn to use Word to create, manage, revise, and distribute long documents and forms.

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

Course Objectives: To learn to manage long documents, collaborate with others and secure documents.

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

- Use Mail Merge
- Collaborate on documents
- Add reference marks and notes
- Work with Master and Sub documents
- Create a document index
- Secure a document
- Record and execute a macro

Prerequisite: Microsoft® Word Level 1 and 2 or comparable Word experience.

Course Outline	
<p>Mail Merge</p> <ul style="list-style-type: none"> • Mail Merge letters • Mail Merge labels • Mail Merge envelopes • Mail Merge emails <p>Work with Collaborative Editing Tools</p> <ul style="list-style-type: none"> • Track revisions • Accept/Reject revisions • Using comments <p>Work with Outline View</p> <ul style="list-style-type: none"> • Create document in outline view • Rearrange an outline • Work with Master documents • Word with Sub documents <p>Work with References</p> <ul style="list-style-type: none"> • Using bookmarks • Using cross-references 	<p>Create Special Tables</p> <ul style="list-style-type: none"> • Create citations and bibliographies • Create a table of authorities • Create an index <p>Work with Macros</p> <ul style="list-style-type: none"> • Record a macro • Play a macro • Edit the macro Visual Basic Code <p>Document Templates</p> <ul style="list-style-type: none"> • Create a document template • Attach a different template to a document • Copy styles between documents and templates <p>Customize and Specialize Word</p> <ul style="list-style-type: none"> • Customize word preferences <p>Protect a Document</p> <ul style="list-style-type: none"> • Password protect a document • Protect document formatting <p>Work with Forms</p>