



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