

## Overview:

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.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Word 2016.

## Target Audience:

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.

## Pre-requisites:

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. To meet this prerequisite, you can take any one or more of the following courses:

- Using Microsoft Windows 8
- Microsoft Windows 8 Transition from Windows 7

## Lesson 1: Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

## Lesson 2: Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

## Lesson 3: Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

## Lesson 4: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

## Lesson 5: Managing Lists

- Sort a List
- Renumber a List
- Customise a List

## Lesson 6: Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

## Lesson 7: Controlling Page Appearance

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

## Lesson 8: Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools

## Lesson 9: Customising the Word Environment

- Customise the Word Interface
- Additional Save Options