

Word 2016 Introduction

Length: 1 Day

Summary: This course you will learn: create and save documents for easy retrieval, insert and delete text to edit a document; move, copy, and replace text, modify text for emphasis, learn document and paragraph formatting, set and remove tab stops to enhance document appearance, use margins, indents, bullets, and numbering to change text layout, use templates and Style Sets to create and enhance documents.

Who Should Attend: Microsoft Word 2016 combines a powerful word processing application with the user-friendly atmosphere of Windows. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

Experience Needed: Delegates should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA/7/8/10.

COURSE CONTENT

CREATING AND EDITING DOCUMENTS

- Starting Documents
- Starting Word
- Identifying Components of the Word Screen
- The Word Ribbon
- Creating and Opening Documents
- Moving the Insertion/Cursor Point
- Building and Editing Documents
- Selecting Text
- Replacing and Deleting Blocks of Text
- Moving and Copying Text
- Modifying Page Breaks
- Finishing Documents
- Previewing Documents
- Printing Documents
- Closing Documents

FORMATTING TEXT

- Enhancing Text
- Applying Text Formatting Effects
- Removing Text Formatting
- Using Undo and Redo
- Using the Repeat Command to Apply Formatting
- Viewing and Copying Formatting
- Using Format Painter
- Using Bullets and Numbers
- Applying Bullets and Numbers as You Type
- Assignment

FORMATTING DOCUMENTS

- Formatting Paragraphs
- Changing Line or Paragraph Spacing
- The Ruler
- Indenting Paragraphs
- Setting Tabs Using the Tabs Dialog Box
- Setting Tabs Using the Ruler
- Formatting Pages and Sections
- Setting Margins
- Inserting Page Numbers
- Inserting and Deleting Section Breaks
- Using the Go To Command
- Applying Page Setup Formatting to Sections
- Changing a Section's Page Numbering

USING ADVANCED PAGE SETUP TECHNIQUES

- Using Headers and Footers
- Creating Alternating Headers or Footers
- Creating Section Headers or Footers
- Using Styles and Templates
- Managing the Quick Style Gallery
- Templates
- Using Templates to Create Documents
- Generating Envelopes and Labels
- Creating Labels
- Assignment

APPENDIX A: NEW FEATURES IN WORD 2016

- Compatibility
 - The Office 2016 Interface
 - The Word Screen
 - The Ribbon
 - Dialogue box launchers
 - Contextual Tabs
 - Customize the Ribbon
 - The Mini toolbar
 - The Quick Access Toolbar
 - Using the keyboard (Key Tips in v2016)
 - Other New Features In Word 2016
 - File Menu Options
 - Screen Views and Document Navigation
 - New Graphics features
 - Sharing Documents
 - Tracking
 - Touch Access
 - Tell Me Feature
 - Working Together
 - Insights
 - Ink Equations
 - Version History
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