

Microsoft Word 2016 - Introduction

General Description

Develop the skills to produce documents such as letters, memos and basic reports.

Learning Outcomes

- Create a new document and perform basic file management
- Navigate a document, apply page zooming, display the ruler and show paragraph marks
- Work with multiple pages of a document and switch between alternative document views
- Select text using a variety of techniques, edit text and perform find and replace procedures
- Apply font formatting, change text case, use the format painter and clear font formatting
- Change text alignment, indent paragraphs, create bulleted and numbered lists and shade paragraphs
- Set custom margins, change page orientation, insert page breaks and add page numbering
- Use default tabs, set tabs on the ruler, set tabs in the Tabs dialog box and remove tabs
- Create a table, insert and delete columns and rows, change column widths and apply custom formatting
- Insert pictures, position pictures, apply text wrapping styles, resize pictures and crop pictures
- Preview and complete a mail merge operation using the Mail Merge Wizard
- Print preview a document, perform a quick print, print a range of pages and adjust print settings
- Access the Help window, navigate help topics, print help content and use Google to get help
- Create high quality document designs and page layouts

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Your First Document

Working with a Document

Viewing Documents

Working with Text

Cutting and Copying

Text Appearance

Working with Paragraphs

Working with Pages

Tabs

Tables

Pictures

Performing a Mail Merge

Printing Your Documents

Getting Help

A Guide to Brilliant Documents