



# Microsoft Word 2016 Level 1

Course WRD16-1 1 Day Instructor-led, Hands on

## Introduction

Students will create and edit basic Microsoft Word documents. Learn about text formatting, page layouts, printing options, inserting clip art, text and Word options

## At Course Completion

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

- Explore the Microsoft Office Word 2016 environment
- Create basic documents.
- Edit documents
- Format text
- Control page layouts
- Set printing options
- Enhance document objects

## Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

## Course Outline

### Module 1: Getting Started with Word 2016

- Opening Word 2016 and Displaying a Blank Document
- Touring the Word 2016 Environment
- Working With the Quick Access Toolbar
- Using the Word Tell Me Feature

### Module 2: Creating Documents

- Creating a New Document
- Entering Text
- Saving a New Document
- Saving an Existing Document
- Using "Save As"
- Closing a Document
- Opening an Existing Document

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



### **Module 3: Editing Word Documents**

- Navigating Within a Document
- Using the Word 2016 Navigation Pane
- Selecting Text
- Overwriting, Inserting and Deleting Text
- Undoing and Redoing
- Moving and Copying Text
- Finding and Replacing Text
- Reviewing Documents

### **Module 4: Formatting Text**

- Modifying Fonts
- Changing Text Color and Highlighting Text
- Applying Effects
- Applying Styles
- Copying and Clearing Formats
- Finding and Replacing Text Formatting

### **Module 5: Controlling Text and Page Design**

- Setting Tabs to Align Text
- Creating Bulleted and Numbered LISTS
- Creating Indents and Spacing
- Aligning Text
- Inserting a Watermark
- Adding Borders and Shading
- Inserting Pages and Page Breaks

### **Module 6: Using Page Setup and Printing Options**

- Creating Margins
- Changing Page Orientation
- Changing Page Views
- Inserting a Header and Footer
- Using Print Preview
- Printing a Document

### **Module 7: Inserting Clip Art, Text and Word Options**

- Inserting Clip Art
- Adding Symbols and Special Characters
- Using Autotext
- Using Word and Autocorrect Options



## **Module 6: Using Page Setup and Printing Options**

- Creating Margins
- Changing Page Orientation
- Changing Page Views
- Inserting a Header and Footer
- Using Print Preview
- Printing a Document

## **Module 7: Enhancing Document Objects and Text**

- Inserting Clip Art
- Adding Symbols and Special Characters
- Inserting a Watermark
- Using AutoText
- Using Word and Autocorrect Options