

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Produce and store a document
- \* Access and retrieve data for editing
- \* Edit simple text to a required format and layout
- \* Organise and maintain text in a table
- \* Edit text using productivity features
- \* Produce complex documents to a required format and layout
- \* Create a standard document using an existing template

## PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### GETTING STARTED

- \* The Microsoft Word 2016 screen
- \* The File and Ribbon Tabs, Groups & Dialog box launcher
- \* Using the default Word document
- \* Creating, Opening, Saving and Closing documents
- \* Saving your file using a different name
- \* Using Help within Microsoft Word
- \* Alt key help

### MANIPULATING TEXT

- \* Selecting text
- \* Inserting, deleting, undo and redo
- \* Insert and overtyping mode
- \* Copying and Moving (cutting) text within a document
- \* Using the Clipboard

### TEXT FORMATTING

- \* What is text formatting?
- \* Font type and size
- \* Bold, italic, underline, subscript and superscript
- \* Case changing
- \* Highlighting and Font colour
- \* Copying and removing text formatting
- \* Special characters and symbols

### PARAGRAPH FORMATTING

- \* Paragraph marks
- \* Aligning text and indenting text
- \* Indenting paragraphs
- \* Single or double line spacing
- \* Spacing above or below paragraphs
- \* Applying bullets or numbering to a list
- \* Removing bullet or numbering formatting

### PAGE FORMATTING

- \* Page orientation and paper size
- \* Page margins, page and section breaks
- \* Page numbering
- \* Inserting Date and Time
- \* Headers and footers
- \* Header and footer fields
- \* Page numbering
- \* Applying and modifying multilevel list formatting
- \* Cover pages
- \* Applying Automatic Hyphenation

### PROOFING AND PRINTING

- \* Spell checking a document
- \* Adding and removing words to the built-in custom dictionary
- \* Printing options
- \* Previewing and printing a document

### MULTIPLE DOCUMENTS

- \* Multitasking with Word 2016
- \* Switching between open documents
- \* Tiling or cascading documents
- \* Comparing documents side by side
- \* Copying or moving between documents
- \* Using the Zoom and Page Views

### FINDING AND REPLACING TEXT

- \* Using Find and Replace
- \* Finding text and replacing text

### TABS

- \* Tab stops
- \* Setting and removing tabs
- \* Viewing tab marks using Show/Hide icon

### TABLES

- \* Inserting and navigating in a table
- \* Selecting and editing text within a table
- \* Selecting cells, rows, columns or the entire table
- \* Inserting and deleting rows and columns
- \* Modifying column width or row height
- \* Modifying cell borders and cells
- \* Formatting cell borders and cells
- \* Merging and splitting cells
- \* Sorting data within a table

### BORDERS AND SHADING

- \* Using borders and shading
- \* Adding and modifying borders
- \* Adding and modifying shading
- \* Applying borders to selected text

### STYLES AND THEMES

- \* What are styles?
- \* Applying styles and using Style sets
- \* Applying a theme or customised font

### MAIL MERGE

- \* What is Mail Merge
- \* Starting and using the Mail Merge Wizard
- \* Creating a mailing list to be used within a mail merge
- \* Merging a mailing list to produce labels

### GRAPHICS

- \* Inserting Pictures, Clip Art, Shapes and SmartArt
- \* Selecting, resizing & deleting graphics
- \* Copying, Moving & Grouping

### CUSTOMISING MICROSOFT WORD

- \* Customising Word
- \* Document properties
- \* Setting default opening and saving folder