

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