

Microsoft Word 2016 Essentials



Duration: 1 Day Course Code: WRD16E

This course is a practical course for new users of Word 2016 or those upgrading from an earlier version and wanting to learn properly from the ground up. This course also includes hundreds of shortcuts and times saving features.

Learning Outcomes

By the end of this course students will be able to create, edit and modify Word documents with ease.

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Word. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Starting Microsoft Office Word 2016
- Understanding the Interface
- Using Ribbons and Ribbon Tabs
- Minimizing the Ribbon
- Using the Status Bar and Mini Toolbar
- Right-click Menus
- Essential Keyboard Shortcuts
- The Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Ribbons and Task Groups
- Entering text and deleting text
- Using AutoCorrect
- Understanding paragraphs
- Spell Check as you go

Document File Management

- Using Ribbons and Ribbon Tabs
- About Option Buttons
- Minimizing the Ribbon
- Opening and Closing Files
- Saving files - Save and Save As
- Document file types
- Using the Recent Documents list
- Switching between open documents
- Using Help

Creating New Documents

- Creating a Blank Document
- Using Templates
- New Documents from existing documents

Editing Techniques

- Moving around a document effectively
- Selecting Text and Selection shortcuts
- Copying and Moving Text
- Cutting, Copying, and Paste
- Understanding Paste options
- Using the Clipboard to store multiple items
- Dragging and Dropping Text
- Finding and Replacing Text
- Using Click and Type

Efficient Formatting

- Formatting Text
- Font Type, Size and Colour
- Formatting Paragraph
- Alignment
- Paragraph Spacing and Line Spacing
- Copying Paragraph Formats
- Indenting / Unindenting / First line indent
- Using Shading effectively
- Paragraph borders

Page Setup Options

- Inserting Manual Page Breaks
- Setting Page Margins
- Orientation - Portrait and Landscape
- Page Size Options
- Setting Vertical Alignment

Proofing Tools

- Research (Smart Lookup)
- The Thesaurus
- Synonyms & Antonyms

Understanding Tabs

- Using Tab stops effectively
- Adding tab stops
- Tab alignment options
- Creating a dot leader
- Moving and clearing tabs

Page Numbering Options

- Adding Page Numbers
- Basic Headers and footers
- Controlling starting number and page number style

Viewing and Printing

- Layouts - Web; Print; Reading
- Views - Outline; Full Screen
- Basic Viewing Tools
- Zoom and View Controls on the Status Bar
- Using Thumbnails
- Advanced Viewing Tools
- Showing Special Characters
- Using the Show/Hide Tools
- Using Print Preview
- Opening Print Preview
- Navigating Print Preview
- Print Preview versus Print Layout
- Using Page Setup
- Setting Margins
- Changing Paper Size
- Changing Orientation
- Printing a Document
- Using Basic Print Options
- Using Advanced Print Options
- Modifying Printer Properties