



Word 2016

Beginning Training Course Outline

The Microsoft Word 2016 Screen

- Starting Microsoft Word 2016
- The Microsoft Word 2016 Opening Screen
- To Create a New Blank Document
- The Levels of Command Organisation
- The File Tab
- Ribbon Tabs
- Groups
- Dialog Box Launcher

Starting to Use Microsoft Word 2016

- Using the Default Microsoft Word Document
- Saving Microsoft Word Documents
- Opening and Closing Documents
- Save As
- Creating a New, Blank Document Using a Keyboard Shortcut
- Using Help within Microsoft Word
- Alt Key Help
- Closing Microsoft Word

Using Templates to Create Documents

- Creating New Documents Using Different Templates
- Using Online Templates

Manipulating Text

- Select, Then Format
- Selecting Text
- Inserting, Deleting, Undo and Redo
- Insert and Overtyping Mode
- Copying Text within a Document
- Moving (Cutting) Text within a Document

Pinning Files and Folders and Opening Documents

- Pinning
- Recently Open Documents
- Viewing a Document Where You Left Off

Microsoft Word 2016 Text Formatting

- What Is Text Formatting?
- Font Type
- Font Size
- Decrease and Increase Font Size Icons
- Font Size Keyboard Shortcut

- Bold, Italic and Underline
- Subscript and Superscript
- Case Changing
- Highlighting
- Font Colour
- Copying Text Formatting
- Removing Formatting
- Using Zoom
- Inserting Special Characters and Symbols

Microsoft Word 2016 Paragraph Formatting

- Paragraph Marks
- Soft Paragraph (Line Break) Marks
- Recommended Techniques for Aligning and Indenting Text
- Aligning Text
- Indenting Paragraphs
- Applying Single or Double Line Spacing within Paragraphs
- Applying Spacing Above or Below Paragraphs
- Using Paragraph Spacing Rather Than Using the Return Key
- Applying Bullets to a List
- Applying Numbering to a List
- Modifying Bullet and Numbering Formatting
- Removing Bullet or Numbering Formatting

Borders and Shading within Microsoft Word

- Using Borders and Shading
- Adding a Border
- Modifying Borders
- Adding Shading
- Modifying Your Shading
- Applying Borders to Selected Text

Tabs

- Tab Stops
- Displaying the Ruler
- Setting and Removing Tabs Using the Ruler
- Viewing Tab Marks Using the Show/Hide Icon

Microsoft Word 2016 Styles

- What Are Styles?



- Applying Styles

Using Word 2016 Design Themes

- Applying a Theme Colour
- Apply a Customized Font

Microsoft Word 2016 Page Formatting

- What Is Page Formatting?
- Page Orientation and Paper Size
- Changing the Page Size
- Page Margins
- Inserting Page Breaks
- Deleting Page Breaks
- Use Page Breaks Rather Than Repeatedly Pressing the Return Key
- Headers and Footers
- Easy Header and Footer Creation
- Page Numbering
- Header and Footer Fields
- Editing Text within a Header or Footer
- Cover Pages
- Applying Automatic Hyphenation

Word 2016 Views and Document Navigation

- Switching between Word Views
- Using the Zoom Tool
- Navigating Through Documents

Tables

- Using Tables
- Inserting a Table
- Navigating within 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 the Table Width
- Modifying Table Styles

Using Illustrations within Microsoft Word

- Types of Illustrations That You Can Insert within Word 2016
- Inserting Pictures
- Inserting Online Pictures
- Inserting Shapes
- Inserting SmartArt
- Inserting a Chart
- Modifying the Chart Type
- Modifying the Chart Style
- Modifying the Chart Data
- Inserting a Screenshot
- Selecting, Resizing and Deleting Illustrations
- Copying or Moving Graphics

Finding and Replacing Text within a Microsoft 2016 Document

- Using Find and Replace
- Finding Text
- Replacing Text

Using Multiple Open Documents

- Multitasking With Word 2016
- Switching between Open Documents
- Tiling or Cascading Documents on Your Screen
- Comparing Documents Side By Side
- Copying or Moving Selected Items between Documents

Microsoft Word 2016 Mail Merge

- What Is Mail Merging?
- Starting the Mail Merge Wizard
- Creating a Mailing List to Be Used within a Mail Merge
- Merging a Mailing List to Produce Labels