



Microsoft Word 2016: Introduction

Overview: Students will learn how to use Microsoft Word 2016 to create and edit simple documents, format documents, add tables and lists, add design elements and layout options, and proof documents.

Prerequisites: To ensure success, students should be familiar with using personal computers and be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Word

Navigate in Microsoft Word
Create and Save Word Documents
Manage Your Workspace
Edit Documents
Preview and Print Documents
Customize the Word Environment

Lesson 2: Formatting Text and Paragraphs

Apply Character Formatting
Control Paragraph Layout
Align Text Using Tabs
Display Text in Bulleted or Numbered Lists
Apply Borders and Shading

Lesson 3: Working More Efficiently

Make Repetitive Edits
Apply Repetitive Formatting
Use Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

Sort a List
Format a List

Lesson 5: Adding Tables

Insert a Table
Modify a Table
Format a Table
Convert Text to a Table

Lesson 6: Inserting Graphic Objects

Insert Symbols and Special Characters
Add Images to a Document

Lesson 7: Controlling Page Appearance

Apply a Page Border and Color
Add Headers and Footers
Control Page Layout
Add a Watermark

Lesson 8: Preparing to Publish a Document

Check Spelling, Grammar, and Readability
Use Research Tools
Check Accessibility
Save a Document to Other Formats