

Microsoft®

Word 2016

Level 1

Courseware 6290

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Course Description

This *Microsoft® Word 2016– Level 1 courseware* teaches students how to use core skills to work with business documents such as letters, forms, and newsletters. The user will acquire fundamental concepts and skills, building on this foundation as they continue to increase their productivity to apply creative features and enhance various documents.

Suggested Course Length: 12-24 Hours

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

About this Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Getting Started

Lesson Objectives
What is Word?
Starting Word 2016
Looking at the Screen
Accessing Commands and Features
Using the Backstage
Working with Text
Moving Around in the Document
Working with Documents
Creating a New Document
Switching Between Documents
Saving Documents
Closing a Document
Opening a Document
Lesson Summary
Review Questions

Lesson 2: Manipulating Text

Lesson Objectives
Changing the View
Adjusting the Zoom
Using Show/Hide ¶
Splitting the Window
Selecting Text
Selecting Consecutive Text
Selecting Non-Consecutive Text
Working with Text
Using Undo
Using Repeat or Redo
Inserting Special Characters
Using Cut, Copy and Paste
Finding and Replacing Items
Finding Items
Replacing Items
Using AutoCorrect to Replace Items
Lesson Summary
Review Questions

Lesson 3: Formatting Text and Paragraphs

Lesson Objectives
Formatting Characters
Using the Font Dialog Box
Formatting Paragraphs
Aligning Text
Changing the Spacing
Indenting Paragraphs
Setting Tabs
Using the Format Painter

Formatting with Styles
Using Quick Styles
Using the Styles Pane
Organizing List Information
Customizing the Lists
Creating a Multilevel List
Using WordArt
Lesson Summary
Review Questions

Lesson 4: Formatting Documents to Print

Lesson Objectives
Modifying the Page Setup
Changing the Paper Size
Changing the Orientation
Changing the Margins
Inserting Page Breaks
Working with Section Breaks
Working with Columns
Using Headers and Footers
Inserting Page Numbers
Creating Headers and Footers
Working with Document
Backgrounds
Adding Watermarks
Adding Background Colors
Adding Page Borders
Applying Themes
Using Document Style Sets
Lesson Summary
Review Questions

Lesson 5: Distributing Documents

Lesson Objectives
Proofing Your Document
Navigating with References
Using the Navigation Pane
Using the Go To Command
Working with Hyperlinks
Creating Bookmarks
Preparing to Print
Inspecting a Document
Maintaining Compatibility
Using the Document Inspector
Checking Documents for Accessibility
Lesson Summary
Review Questions

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