1 Days

55174A: Intermediate Microsoft Word 2016

The Intermediate Microsoft Word 2016 training is a one-day class that is designed for students who have basic knowledge of creating, editing, and printing Word 2016 documents on Windows. This course will teach advanced formatting styles, using Word 2016 drawing tools, creating and managing tables, and working with column layouts.

Completion of the course equips the participants with the following skill set:

- Learning to use Word 2016's advanced editing tools.

- Learning to work with images, including placing and sizing images.

- Learning to wrap text around images, and using borders and effects.

- Learning to work with columns.

- Learning to adjust page orientation and layout.

- Learning to work with page and section breaks.

- Learning about document views, using the navigation pane, and viewing multiple windows.

Course Details

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Course Outline

Module 1: Advanced Formatting

- Shades and Borders

- Set Line and Paragraph Spacing

- Change Styles

- Paragraph Marks and Other Formatting Symbols

Exercise: Using Shading and Borders
Exercise: Changing Styles
Exercise: Using Formatting Symbols

Module 2: Working with Tables

- Insert a Table.

- Table Styles

- Format a Table

Exercise: Insert a Table.
Exercise: Adding Styles to a Table.
Exercise: Formatting a Table.

Module 3: Working with Images

- Insert Images

- Place and Size Images

- Wrap Text around an Image

- Adjust Images

- Borders and Effects

Exercise: Image Insertion into a Microsoft Word Document
Exercise: Place an Image in a Microsoft Word Document
Exercise: Wrapping Test around an Image
Exercise: Adjusting Images in Microsoft Word
Exercise: Add Borders and Effects to Images

Module 4: Page Layout

- Orientation and Paper Size

- Work with Columns

- Advanced Formatting

- Work with Fields

- Page and Section Breaks

Exercise: Changing the Page Setup
Exercise: Adding Page and Section Breaks

Module 5: Working with Illustrations

- Add and Edit Charts

- Work with Clip Art

- Use Shapes

- Work with SmartArt

- Create Captions

- Use Building Blocks

Exercise: Working with Charts
Exercise: Working with Clip Art
Exercise: Adding Shapes
Exercise: Working with SmartArt
Exercise: Inserting a Building Block in Your Document

Module 6: Viewing Your Documents

- Document Views

- Use the Navigation Pane

- Multiple Windows

Exercise: Working with Multiple Windows

Module 7: New Features Since 2013

- Edit PDF Documents in Microsoft Word

- Use Live Layout and Alignment Guides

Exercise: Editing a PDF in Word

Who Should Attend

This course is intended for individuals who possess the fundamental understanding and working knowledge of Microsoft Word 2016 and are keen to learn intermediate-level skills covered in this course in the 2016 interface.

Pre Requisite

Before attending this course, a candidate must have basic knowledge and skills to work in Microsoft Word.

Date - Apr 20, 2024