1 Days

55173A: Introduction to Microsoft Word 2016

The Introduction to Microsoft Word 2016 training is a one-day class that is designed for students who are not much familiar with Microsoft Word yet want to learn working with Microsoft Word in Windows. In this class, participants will learn to create, edit, format, and print Microsoft Word documents.

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

- Learning to create and edit Microsoft Word documents.
- Learning about the File tab.
- Learning about the Ribbon.
- Learning to create new documents and use Word templates.
- Learning to add page numbers, headers and footers, and spell and grammar check documents.
- Learning to format Word documents.

Course Details
_____

Course Outline

Module 1: Creating a Microsoft Word Document

- Start a Microsoft Document
- Create a Document
- Save a Document
- Import a File
- The Status Bar
- Close a Document

Exercise: Create a Microsoft Word Document

Module 2: The Ribbon

- The Ribbon
- Tabs
- Commands

- Groups

Exercise: Exploring the Ribbon

Module 3: The Backstage View (The File Menu)

- Introduction to the Backstage View

- Open a Document

- New Documents and Word Templates

- Configure Documents to Print

- Add Your Name to Microsoft Word

- Add Values to Document Properties

- Work with AutoSaved Versions of Documents

Exercise: Open a Document
Exercise: Write a Thank You Letter Using a Template Letter
Exercise: Print a Document

Module 4: The Quick Access Toolbar

- Add Common Commands

- Add Additional Commands with the Customize Dialog Box

- Add Ribbon Commands and Groups

- Placement

Exercise: Customize the Quick Access Toolbar

Module 5: Formatting Microsoft Word Documents

- Select Text

- Select Fonts

- Work with Lists

- Insert a Hyperlink in a Document

- Use Styles

- Use Themes

- Use the Ruler

- Set Margins

Exercise: Working with Fonts
Exercise: Working with Lists
Exercise: Inserting a Hyperlink
Exercise: Applying and Creating Custom Styles
Exercise: Using Tabs
Exercise: Setting Margins

Module 6: Editing Documents

- Find

- Find and Replace

- Find and Replace Tips

- Append Text to a Document

- Use the Clipboard

Exercise: Using Find and Replace
Exercise: Using the Clipboard

Module 7: Finalizing Microsoft Word Documents

- Add Page Numbers

- Headers and Footers

- Check Spelling and Grammar

Exercise: Adding Page Numbers
Exercise: Using Headers and Footers
Exercise: Checking Spelling and Grammar

Module 8: Microsoft Word New Features Since 2013

- Use Read Mode

- Object Zoom Feature

Exercise: Exploring the Read Mode and Object Zoom

Module 9: New Features in Word 2016

- Tell Me

- Smart Lookup

Who Should Attend

Introduction to Microsoft Word training is beneficial for students who have little or no familiarity with Microsoft Word 2016 or more experienced Word users who are interested in learning the topics covered in this course on the 2016 interface.

Pre Requisite

Any novice can take this course irrespective of their domain.

Date - Apr 17, 2024