

# Microsoft® Office Word 2016: Part 1

## Course Specifications

**Course Number:** 091048

**Course Length:** 1 day

## Course Description

### Overview:

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft® Word 2016 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

### Course Objectives:

In this course, you will learn fundamental Word 2016 skills.

You will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

### Target Student:

This course is intended for students who want to learn basic Word 2016 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

### **Prerequisites:**

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. For example, you can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills:

- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10: Transition from Windows® 7*

### **Course-specific Technical Requirements**

#### **Hardware**

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit or 64-bit processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 25 GB available disk space
- DirectX 10 graphics card and a 1,024 × 576 or higher resolution monitor (1,024 × 768 resolution or higher monitor recommended)
- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

#### **Software**

- Microsoft® Office Professional Plus 2016
- Microsoft® Windows® 10 Professional or Enterprise

Although it may be possible to deliver course content by using Microsoft Office Word 2016 on a Windows 7/8/8.1 installation, this course was written and tested on Windows 10 Pro. If you plan to teach this course

using a different version of Windows, you should key through the course completely to note what will be different before you deliver the course to students.

## Course Content

### **Lesson 1: Getting Started with Word**

**Topic A:** Navigate in Microsoft Word

**Topic B:** Create and Save Word Documents

**Topic C:** Manage Your Workspace

**Topic D:** Edit Documents

**Topic E:** Preview and Print Documents

**Topic F:** Customize the Word Environment

### **Lesson 2: Formatting Text and Paragraphs**

**Topic A:** Apply Character Formatting

**Topic B:** Control Paragraph Layout

**Topic C:** Align Text Using Tabs

**Topic D:** Display Text in Bulleted or Numbered Lists

**Topic E:** Apply Borders and Shading

### **Lesson 3: Working More Efficiently**

**Topic A:** Make Repetitive Edits

**Topic B:** Apply Repetitive Formatting

**Topic C:** Use Styles to Streamline Repetitive Formatting Tasks

### **Lesson 4: Managing Lists**

**Topic A:** Sort a List

**Topic B:** Format a List

### **Lesson 5: Adding Tables**

**Topic A:** Insert a Table

**Topic B:** Modify a Table

**Topic C:** Format a Table

**Topic D:** Convert Text to a Table

### **Lesson 6: Inserting Graphic Objects**

**Topic A:** Insert Symbols and Special Characters

**Topic B:** Add Images to a Document

## **Lesson 7: Controlling Page Appearance**

**Topic A:** Apply a Page Border and Color

**Topic B:** Add Headers and Footers

**Topic C:** Control Page Layout

**Topic D:** Add a Watermark

## **Lesson 8: Preparing to Publish a Document**

**Topic A:** Check Spelling, Grammar, and Readability

**Topic B:** Use Research Tools

**Topic C:** Check Accessibility

**Topic D:** Save a Document to Other Formats

## **Appendix A: Microsoft Word 2016 Common Keyboard Shortcuts**