

Microsoft Office Word 2016: Part 1

Course Overview

This course covers the basic functions and features of Word 2016. Students will learn about formatting text and paragraphs, managing lists, adding tables, and inserting graphic objects. They will also learn how to control page appearance and prepare to publish a document.

<u>Course Introduction</u>	4m
Course Introduction	
<u>Chapter 01 - Getting Started with Word</u>	1h 19m
Topic A: Navigate in Microsoft Word	
Word's Place in Office	
Word – Desktop Application or Mobile App	
The Office 365 Portal	
The Word Application Window	
The Ribbon	
Demo - Navigating within a Word Document	
Topic B: Create and Save Word Documents	
Demo - Creating and Saving a New Document	
Demo - Saving a Document to a Different File	
Demo - Saving Revisions in the Current File	
Microsoft OneDrive for Business	
Demo - Signing in to Office 365 and OneDrive	
Word Online	
Demo - Navigating the Word Online Interface	
Topic C: Manage Your Workspace	
Demo - Managing the Workspace	
Topic D: Edit Documents	
Demo - Selecting Text	
Text Selection Techniques	
Demo - Copying and Moving Text	
Demo - Editing to Control Paragraph Structure	
Topic E: Preview and Print Documents	
Demo - Previewing and Printing a Document	
Topic F: Customize the Word Environment	
Demo - Customizing the Word User Interface	
Chapter 01 Review	

Chapter 02 - Formatting Text and Paragraphs

51m

Topic A: Apply Character Formatting

Font Formatting in Word

Demo - Applying Font Options

Demo - Highlighting Text

Topic B: Control Paragraph Layout

Paragraph Formatting in Word

Margins

Demo - Changing Alignment and Hyphenation

Indent Markers

Demo - Changing Paragraph Indentation

Demo - Setting Line and Paragraph Spacing

Topic C: Align Text Using Tabs

Demo - Aligning Text Using Tabs

Guidelines for Using Tabs and Indents

Topic D: Display Text in Bulleted or Numbered Lists

Demo - Creating a Bulleted List

Topic E: Apply Borders and Shading

Demo - Adding Borders and Shading

Chapter 02 Review

Chapter 03 - Working More Efficiently

30m

Topic A: Make Repetitive Edits

Demo - Using Find and Replace to Edit

Topic B: Apply Repetitive Formatting

Demo - Copying and Repeating Formats

Demo - Clearing Formatting

Topic C: Use Styles to Streamline Repetitive Formatting Tasks

Demo - Creating and Applying Styles

Guidelines to Get Formatting Under Control

Designing with Type

Chapter 03 Review

Chapter 04 - Managing Lists

12m

Topic A: Sort a List

Demo - Sorting a List

Topic B: Format a List

Demo - Formatting Lists

Demo - Resequencing Lists

Chapter 04 Review

Chapter 05 - Adding Tables 20m

Topic A: Insert a Table

Demo - Inserting a Table in a Document

Topic B: Modify a Table

Demo - Inserting a New Row in a Table

Demo - Moving and Resizing Rows and Columns

Topic C: Format a Table

Demo - Formatting a Table

Topic D: Convert Text to a Table

Demo - Converting Text to a Table

Chapter 05 Review

Chapter 06 - Inserting Graphic Objects 16m

Topic A: Insert Symbols and Special Characters

Demo - Inserting Symbols and Special Characters

Topic B: Add Images to a Document

Demo - Adding Images to a Document

Chapter 06 Review

Chapter 07 - Controlling Page Appearance 18m

Topic A: Apply a Page Border and Color

Demo - Applying a Page Border

Topic B: Add Headers and Footers

Demo - Creating Headers and Footers

Topic C: Control Page Layout

Demo - Controlling Page Layout

Topic D: Add a Watermark

Demo - Adding a Watermark to a Document

Chapter 07 Review

Chapter 08 - Preparing to Publish a Document 22m

Topic A: Check Spelling, Grammar, and Readability

Demo - Checking Spelling, Grammar, and Readability

Topic B: Use Research Tools

Demo - Using the Thesaurus

Demo - Looking Up Information on the Web

Topic C: Check Accessibility

Demo - Checking Accessibility

Topic D: Save a Document to Other Formats

Demo - Saving in a Different File Format

Chapter 08 Review

Course Closure

Total Duration: 4h 11m