

Microsoft Word 2016 Introduction

Course Description

Microsoft Word 2016 Introduction is part of a 3-level study program. This course aims to give participants an introduction to the use of Microsoft Word 2016 to create everyday documents required either at work or at home. Participants will create documents using various features including text manipulation and enhancement, creating and using tabs and tables, embellishing documents with pictures and creating multiple documents through merging and printing documents.

Learning Outcomes

At the completion of Microsoft Word 2016 Introduction you should be able to:

- create a new document
- display documents using various views
- select and work with text in a document
- cut and copy information within and between documents
- use a range of font formatting techniques
- format paragraphs
- work with tabs
- create and modify tables
- insert and work with pictures in a Word document
- use the Mail Merge Wizard to perform mail merges
- print a document
- create high quality document designs and layouts

Prerequisites

Microsoft Word 2016 Introduction assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the *Windows* operating system.

Course Duration

The Microsoft Word 2016 Introduction course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

Your First Document

- Creating documents in Word
- Using Save As
- Insert Dates
- Document Proofing
- Check Spelling and Grammar

Working with a Document

- Open an existing document
- Navigating with the Keyboard
- Page Zooming
- Using Paragraph Markers
- Counting Words

Viewing Documents

- Viewing Multiple Pages
- Splitting the Screen
- Opening a New Window
- Changing Document Views
- Understanding Read Mode
- Using Resume Reading

Working with Text

- Techniques for Selecting Text
- Selecting Text using the Mouse or Keyboard
- Editing Text in Insert or Overtyping Mode
- Delete Text
- Using Undo and Redo
- Use Find and Replace
- Cut, Copy and Paste Techniques
- Using the Clipboard

Text Appearance

- Apply Font Formatting
- Working with Live Preview
- Changing Fonts and Size
- Use Bold, Italics and Underline formats
- Change Text Colour
- Use Format Painter

Working with Paragraphs

- Paragraph formatting and alignment
- Change Text Alignment
- Adjust Line and Paragraph Spacing
- Use Bullet and Numbered Lists
- Create a Multilevel List

- Apply Borders and Shading
- Use Indents and Spacing

Working with Pages

- Adjust Page Margins
- Set Custom Margins
- Change Page Orientation and Sizing
- Insert and Remove Page Breaks
- Insert, format and remove Page Numbers

Tabs and Tables

- Using Default Tabs
- Set Tabs on the Ruler
- Create a Table
- Insert and delete rows and columns
- Change column width and row height
- Apply Borders and Shading

Pictures

- Insert an Online Picture
- Select and move Pictures
- Insert a picture from file
- Resize, change and crop a picture
- Apply Text Wrapping Styles
- Cropping a Picture

Performing a Mail Merge

- Create a recipient list
- Create the Starting Document
- Insert Mail Merge fields
- Previewing the Merged Documents
- Complete the merge

Printing your Documents

- Previewing your Document
- Quick Printing
- Specify a range of pages

A Guide to Brilliant Documents

- The Four Pillars of Great Design
- Perfect Page Layouts
- Make it Readable
- Pictures Tell a Story
- The Tips and Traps of Writing