

MS WORD 2016 Level 1 – Course Outline

Duration – 6 Hrs

Understanding Word Processing Concepts

- Getting Started
- Creating and Saving Documents
- Opening Documents

Using Word 2016 Basics

- Editing Documents
- Printing and Viewing Documents

Managing Text

- Aligning Text
- Moving, Copying, and Replacing Text

Modifying and Enhancing Text Appearance

- Formatting Text
- Special Purpose Text
- Quick Styles and Quick Style Sets

Modifying and Enhancing Paragraph Appearance

- Using Tabs
- Changing Tab Settings
- Changing Indents
- Applying Bullets and Numbers
- Changing Paragraph and Line Spacing

Controlling Page Layout

- Changing Margins
- Inserting Page Breaks
- Using Headers and Footers

Using Writing Tools

- Checking Spelling in a Document
- Using AutoCorrect and AutoText
- Using Document Templates