



# Word 2016 © Introduction



*caring, flexible, professional*

**Duration: 1 Day**

## TARGET AUDIENCE

This one-day course is ideal for people who work in offices, for clubs or charities, where there is a requirement to produce reports, tabularised documents and the like.

## LEARNING OUTCOMES

This Course focuses on basic document production using Microsoft Word 2016 © and is designed to give the learner a sound understanding of how documents are created, formatted, and printed.

### Getting To Know Word

- Starting Word
- The Word Screen
- Using and Minimising the Ribbon
- Using KeyTip Badges
- Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- The Quick Access Toolbar
- Customising the Quick Access Toolbar
- The Office Button and The Status Bar
- Customising the Status Bar
- Exiting Safely From Word

### Creating A New Document

- Creating Documents in Word
- Using the Blank Document Template
- Typing Text
- The Save as Dialog Box
- Saving a New Document
- Typing Numbers
- Inserting a Date
- Document Proofing
- Checking Spelling and Grammar
- Making Basic Changes
- Saving an Existing Document
- Printing a Document
- Safely Closing a Document

### Working With Text

- Techniques for Selecting Text
- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Editing in Insert Mode
- Editing Text in Overtyping Mode
- Deleting Text
- Using Undo and Redo
- Using Repeat
- Using Click and Type
- Inserting Symbols and Special Characters
- Understanding Find and Replace
- The Find and Replace Dialog Box
- Finding Words and Phrases
- Replacing Words and Phrases
- Using Go To
- Changing Case and Text Colour
- Using the Format Painter and Font Dialog Box
- Clearing Font Formatting

### Working With A Document

- Opening an Existing Document
- Navigating With the Keyboard
- Scrolling Through a Document
- Understanding Document Views
- Changing Document Views
- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Previewing A Document
- Counting Words
- The Open Dialog Box

### Cutting And Copying

- Understanding Cutting and Copying
- Cutting and Pasting
- Copying and Pasting
- Drag and Drop Cutting
- Using the Clipboard Task Pane

### Page Layout

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

### Tables

- Creating a Table
- Adding Data to a Table
- Selecting In Tables
- Selecting Using the Mouse
- Inserting Columns and Rows
- Deleting Columns and Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Modifying Border Styles
- Choosing a Table Style

### Font Formatting

- Working with Live Preview
- Changing Fonts
- Changing Font Size
- Growing and Shrinking Fonts
- Bold, Italics and Underline
- Applying Strikethrough
- Subscripting and Superscript
- Highlighting Text

### Paragraph Formatting

- Changing Text Alignments
- Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting and Outdenting Paragraphs
- Starting a Bulleted List
- Adding Bullets to Existing Paragraphs
- Removing Existing Bullets
- Starting a Numbered List
- Numbering Existing Paragraphs
- Removing Existing Numbers
- Creating A Multilevel List
- Shading Paragraphs
- Applying Borders to Paragraphs
- Using the Paragraph Dialog Box

### Printing

- Print Previewing
- Quick Printing
- Selecting a Printer
- Printing the Current Page
- Specifying a Range of Pages
- Specifying the Number Of Copies

### Getting Help

- Accessing the Help Window
- Browsing For Help
- Returning to the Home Page
- Using the Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing a Help Topic

**Duration: 1 day**   **Class size: 10**   **Times: 9am to 4pm**  
**Where to from here: Word Intermediate**  
**Word Advanced**