

Word 2016 Fundamentals

contextualised for schools

COURSE OUTLINE



Target Audience

This course is designed for users who have little or no experience with Word. It is designed for those who are interested in gaining more confidence with creating great, professional documents for the school environment.

Level

Introduction

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

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| If you read through this outline and feel you are familiar with all the topics then we suggest that you consider our Word for Long Documents course | Not suitable |
| If you read through this outline and are familiar with some topics then this is still the right course for you. | Suitable |
| If you read through this outline and most of it is unknown, then this is the right course for you | Suitable |
| If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further | Unsure |

Course outline

This course covers the following topics:

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| <ul style="list-style-type: none">- Overview of the Word 2016 Screen- Creating a new document- Saving and Opening documents- Spellcheck- Selecting text- Editing text- Inserting symbols- Formatting text- Format Painter- Document views | <ul style="list-style-type: none">- Cut, copy and paste- Document navigation- Inserting tables- Modifying tables- Working with the font options- Paragraph formatting- Bulleted and numbered lists- Adding borders and shading to documents- Inserting page numbers |
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Duration

6 hours – 9am to 3:30pm

