

Course:

Microsoft Word 2016: Intermediate

Course Details

Duration: 1 Day

Summary

This course builds on the skills and concepts taught in Word 2010: Basic. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Prerequisites

Word 2010: Basic or equivalent experience

Outline

Unit 1: Styles and outlines

Topic A: Examining formatting

Topic B: Creating styles

Topic C: Modifying styles

Topic D: Working with outlines

Unit 2: Sections and columns

Topic A: Creating and formatting sections

Topic B: Working with columns

Unit 3: Formatting tables

Topic A: Table formatting basics

Topic B: Borders and shading

Topic C: Table data

Topic D: Table styles

Unit 4: Printing labels and envelopes

Topic A: Labels

Topic B: Envelopes

Unit 5: Templates and building blocks

Topic A: Template basics

Topic B: Building blocks

Topic C: Document properties

Unit 6: Graphics

Topic A: Creating diagrams

Topic B: Using the Drawing tools

Topic C: Formatting text graphically

Unit 7: Managing document revisions

Topic A: Tracking changes

Topic B: Working with comments

Unit 8: Web features

Topic A: Web pages

Topic B: Hyperlinks