

**Course:**

## **Microsoft Word 2016: Basic**

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### **Course Details**

Duration: 1 Day

### **Summary**

This course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics. For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Word 2010.

### **Outline**

#### Unit 1: Getting started

Topic A: The Word window

Topic B: New documents

Topic C: Word Help

#### Unit 2: Navigation and selection techniques

Topic A: Document navigation

Topic B: Selection techniques

#### Unit 3: Editing text

Topic A: Working with text

Topic B: Using Undo and Redo

Topic C: Cutting, copying, and pasting text

#### Unit 4: Formatting text

- Topic A: Character formatting
- Topic B: Tab settings
- Topic C: Paragraph formatting
- Topic D: Paragraph spacing and indents
- Topic E: Automatic formatting

#### Unit 5: Tables

- Topic A: Creating tables
- Topic B: Working with table content
- Topic C: Changing the table structure

#### Unit 6: Page layout

- Topic A: Headers and footers
- Topic B: Margins
- Topic C: Page breaks

#### Unit 7: Proofing and printing documents

- Topic A: Checking spelling and grammar
- Topic B: Using AutoCorrect
- Topic C: Finding and replacing text
- Topic D: Printing documents
- Topic E: PDF and XPS documents

#### Unit 8: Graphics

- Topic A: Adding graphics and clip art
- Topic B: Working with graphics

**Course:**

## **Microsoft Word 2016: Intermediate**

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### **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

**Course:**

## **Microsoft Word 2016: Advanced**

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### **Course Details**

Duration: 1 Day

### **Summary**

This course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

### **Prerequisites**

Word 2010: Intermediate or equivalent experience

#### Unit 1: Using Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

#### Unit 2: Objects and backgrounds

Topic A: Inserting content from other applications

Topic B: Changing the document background

#### Unit 3: Using macros

Topic A: Recording and running macros

Topic B: Modifying and deleting macros

#### Unit 4: Working with forms

Topic A: Creating forms

Topic B: Protecting forms

Topic C: Sharing and securing documents

## Unit 5: Customizing Word

Topic A: Customizing the Ribbon

Topic B: Customizing the Quick Access toolbar

Topic C: Customizing keyboard shortcuts

## Unit 6: Long documents

Topic A: Master documents

Topic B: Tables of contents and figures

Topic C: Indexes, bibliographies, and other references

Topic D: Bookmarks and cross-references

Topic E: Web frames

## Unit 7: XML features

Topic A: Working with XML