

Microsoft® Office Word 2016: Level 1

Training Course Content

Course Objective: Students will learn how to use Word 2016 to create and edit simple documents, format documents, add tables and lists, add design elements and layout options, and proof documents. Do things faster with the new Tell Me help feature. In addition, you can quickly look up information about any key word you right click using Smart Lookup sponsored by Bing.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Getting Started with Word

Topic 1A: Identify the Components of the Word Interface
Topic 1B: Create a Word Document
Topic 1C: Help, Tell Me, and Smart Lookup features

Lesson 2: Editing a Document

Topic 2A: Navigate and Select Text
Topic 2B: Modify Text
Topic 2C: Find and Replace Text

Lesson 3: Formatting Text and Paragraphs

Topic 3A: Apply Character Formatting
Topic 3B: Align Text Using Tabs
Topic 3C: Display Text as List Items
Topic 3D: Control Paragraph Layout
Topic 3E: Apply Borders and Shading
Topic 3F: Apply Styles
Topic 3G: Manage Formatting

Lesson 4: Adding Tables

Topic 4A: Insert a Table
Topic 4B: Modify a Table
Topic 4C: Format a Table
Topic 4D: Convert Text to a Table

Lesson 5: Managing Lists

Topic 5A: Sort a List
Topic 5B: Renumber a List
Topic 5C: Customize a List

Lesson 6: Inserting Graphic Objects

Topic 6A: Insert Symbols and Special Characters
Topic 6B: Add Images to a Document

Lesson 7: Controlling Page Appearance

Topic 7A: Apply a Page Border and Color
Topic 7B: Add a Watermark
Topic 7C: Add Headers and Footers
Topic 7D: Control Page Layout

Lesson 8: Proofing a Document

Topic 8A: Check Spelling and Grammar
Topic 8B: Other Proofing Tools
Topic 8C: Check Accessibility

Lesson 9: Customizing the Word Environment

Topic 9A: Customize the Word Interface
Topic 9B: Additional Save Options

Microsoft® Office Word 2016: Level 2

Training Course Content

Course Objective: Students will work with tables and charts and use styles and themes to customize the look of your documents. Improve your documents with images and custom graphic, including new Ink equations. Add building blocks of information and updatable fields to the document to improve efficiency. Control how text flows around graphics, between paragraphs, and between pages, and use section, page, and column breaks within documents. Use templates to maintain consistency between documents, and use the mail merge feature to customize and personalize content. Finally, you will create and use macros to automate tasks.

Prerequisites: To ensure success, students should be comfortable in the Windows environment, should have completed Word 2016: Level 1 or possess the equivalent knowledge.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Working with Tables and Charts

Topic 1A: Sort Table Data
Topic 1B: Control Cell Layout
Topic 1C: Perform Calculations in a Table
Topic 1D: Create a Chart

Lesson 2: Customizing Formats Using Styles and Themes

Topic 2A: Create and Modify Text Styles
Topic 2B: Create Custom List or Table Styles
Topic 2C: Apply Document Themes

Lesson 3: Using Images in a Document

Topic 3A: Resize an Image
Topic 3B: Adjust Image Appearance
Topic 3C: Integrate Pictures and Text
Topic 3D: Insert and Format Screenshots
Topic 3E: Insert Video

Lesson 4: Creating Custom Graphic Elements

Topic 4A: Create Text Boxes and Pull Quotes
Topic 4B: Draw Shapes
Topic 4C: Add WordArt and Other Text Effects
Topic 4D: Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

Topic 5A: Insert Building Blocks
Topic 5B: Create and Modify Building Blocks
Topic 5C: Insert Fields Using Quick Parts

Lesson 6: Controlling Text Flow

Topic 6A: Control Paragraph Flow
Topic 6B: Insert Section Breaks
Topic 6C: Insert Columns
Topic 6D: Link Text Boxes to Control Text Flow

Lesson 7: Using Templates

Topic 7A: Create a Document Using a Template
Topic 7B: Create a Template

Lesson 8: Using Mail Merge

Topic 8A: The Mail Merge Features
Topic 8B: Merge Envelopes and Labels
Topic 8C: Create a Data Source Using Word

Lesson 9: Using Macros

Topic 9A: Automate Tasks Using Macros
Topic 9B: Create a Macro

Microsoft® Office Word 2016: Level 3

Training Course Content

Course Objectives: In Word 2016: Part 2, you gained the skills to work with more complex business documents and automate tasks. If you work with lengthy documents, collaborate with others, or create forms, this course will show you how to use Word to efficiently accomplish these tasks. Learn how much faster it is in 2016 to share your documents and work in real time with others on SharePoint or OneDrive. In addition it will be easier to have multiple version history.

Prerequisites: To ensure success, students should be comfortable in the Windows environment, and should be able to perform tasks such as opening and closing applications, navigating basic file structures, and managing files and folders. Before starting this course, students should have completed Word 2016: Level 1 and Level 2 or possess the equivalent knowledge.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Collaborating on Documents

Topic 1A: Modify User Information
Topic 1B: Share a Document
Topic 1C: Compare Document Changes
Topic 1D: Review a Document
Topic 1E: Merge Document Changes
Topic 1F: Review Tracked Changes
Topic 1G: Coauthor a Document

Lesson 2: Adding Reference Marks and Notes

Topic 2A: Add Captions
Topic 2B: Add Cross-References
Topic 2C: Add Bookmarks
Topic 2D: Add Hyperlinks
Topic 2E: Insert Footnotes and Endnotes
Topic 2F: Add Citations and a Bibliography

Lesson 3: Simplifying and Managing Long Documents

Topic 3A: Insert Blank and Cover Pages
Topic 3B: Insert an Index
Topic 3C: Merge Document Versions
Topic 3D: Insert an Ancillary Table
Topic 3E: Manage Outlines
Topic 3F: Create a Master Document

Lesson 4: Securing a Document

Topic 4A: Suppress Information
Topic 4B: Set Formatting and Editing Restrictions
Topic 4C: Add a Digital Signature to a Document
Topic 4D: Restrict Document Access

Lesson 5: Forms

Topic 5A: Create Forms
Topic 5B: Manipulate Forms