Microsoft Word 2016

Level 1 (Introduction)   One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:	This hands-on beginner's course aims to give the learner a sound grounding in the use of Microsoft Word 2016 to create everyday documents required either at work or at home. Particular emphasis is placed on developing accurate and well-designed documents. The course begins by showing the learner how to navigate around Microsoft Word 2016. It then quickly gets the learner to create a new document before moving onto features such as text manipulation and enhancement, creating and using tabs and tables, embellishing documents with clip art and pictures, creating multiple documents through merging and printing documents.
What You Will Learn:	At the completion of this course participants will be able to: • create a new document • work with a document • display documents using various views • select and work with text in a document • cut and copy information within and between documents • use a range of font formatting techniques • format paragraphs • work effectively with features that affect the page layout of your document • work with tabs • create and modify tables • insert and work with pictures in a *Word* document • use the *Mail Merge Wizard* to perform mail merges • print a document • obtain help for *Word* whenever you need it • create high quality document designs and layouts
Target Audience:	This course introduces you to the basic requirements for using Word effectively in an office environment. By the end of the course, you will be creating own documents and well as editing and modifying others.

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Course Content

The course covers:

Your First Document

- Creating Documents in Word
- Typing Text
- The Save As Place
- The Save As Dialog Box
- Saving a New Document on Your
- Computer
- 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
- Challenge Exercise
- Challenge Exercise Data

Working With a Document

- The Open Place
- The Open Dialog Box
- Opening an Existing Document
- Navigating With the Keyboard
- Scrolling Through a Document
- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Counting Words
- Challenge Exercise
- Challenge Exercise Sample

Viewing Documents

- Viewing Multiple Pages
- Splitting the Window
- Opening a New Window
- Understanding Document Views
- Changing Document Views
- Understanding Read Mode
- Viewing a Document in Read Mode
- Viewing Gridlines
- Challenge Exercise
- Challenge Exercise Sample

Working With Text

- Techniques for Selecting Text
- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard

- Editing Text in Insert Mode
- Editing Text in Overtype Mode Deleting Text
- Using Undo
- Using Redo
- Understanding Find and Replace
- Finding Words
- Replacing Words
- Using Go To
- Challenge Exercise
- Challenge Exercise Sample

Cutting and Copying

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

Text Appearance

- Understanding Font Formatting
- Understanding Font Formatting Tools
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Increasing and Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Using the Format Painter
- Using the Font Dialog Box
- Clearing Font Formatting
- Challenge Exercise
- Challenge Exercise Sample

Working With Paragraphs

- Understanding Paragraph Formatting
- Understanding Text Alignment
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs

- Starting a Bulleted List
- Adding Bullets to Existing Paragraphs Removing Existing Bullets
- Starting a Numbered List
- Numbering Existing Paragraphs
- Creating a Multilevel List
- Removing Existing Numbers
- Borders and Shading Dialog Box Shading Paragraphs
- Applying Borders to Paragraphs The Paragraph Dialog Box Indents and Spacing The Paragraph Dialog Box Line and
- Page Breaks
- Using the Paragraph Dialog Box
- Challenge Exercise
- Challenge Exercise Data

Working With Pages

- 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
- Challenge Exercise
- Challenge Exercise Sample

Tabs

- Using Default Tabs
- Setting Tabs on the Ruler
- Modifying Tabs on the Ruler
- Setting Tabs in the Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
- Removing Tabs
- Challenge Exercise
- Challenge Exercise Data

Tables

- Understanding Tables
- Creating a Table
- Adding Data to a Table
- Selecting in Tables Using the Ribbon
- Selecting in Tables Using the Mouse

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- Inserting Columns and Rows
- Deleting Columns and Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Adding Custom Borders
- Choosing a Table Style
- Challenge Exercise
- Challenge Exercise Data

Pictures
- Understanding Pictures
- Understanding Online Pictures
- Inserting a Picture
- Inserting an Online Picture
- Selecting Pictures
- Positioning Pictures
- Applying Text Wrapping Styles
- Resizing a Picture
- Applying Picture Styles to Pictures
- Resetting Pictures
- Changing the Picture

- Cropping a Picture
- Deleting Pictures
- Challenge Exercise
- Challenge Exercise Sample

Performing a Mail Merge
- Understanding Mail Merge
- Understanding the Mail Merge Process
- Creating a Recipient List
- Creating the Starting Document
- Starting the Mail Merge Wizard
- Selecting a Recipient List
- Inserting Mail Merge Fields
- Previewing the Merged Documents
- Completing the Merge
- Challenge Exercise
- Challenge Exercise Data

Printing Your Documents
- Understanding Printing
- Previewing Your Document
- Quick Printing
- Selecting a Printer

- Printing the Current Page
- Specifying a Range of Pages
- Specifying the Number of Copies
- Challenge Exercise
- Challenge Exercise Sample

Getting Help
- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic
- Challenge Exercise
- Challenge Exercise Sample

A Guide to Brilliant Documents
- The Four Pillars of Great Design
- Perfect Page Layouts
- Make It Readable
- Pictures Tell a Story
- The Tips and Traps of Writing
- Challenge Exercise
- Challenge Exercise Workspace

SCREEN SMART
Software Training & Application Development

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What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	This course assumes little or no knowledge of Microsoft Word 2013. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	Word Level 2
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course