

Microsoft Word 2016/2013

Level 1

Course Overview

In this 1-day course, you will learn the essentials of the Word program. You will start by creating a document and entering text. You will learn to edit, move, and copy text. You will also learn many different formatting techniques to make the text in a document look the way you want. Additionally, you will set and use tabs. You will learn to view a document using three different views. You will also learn to modify print settings before you print on paper. You will learn to check for spelling errors and also learn how to add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents. Prerequisite Course: Windows Level 1 or equivalent experience.

Word Course Series:



Course Topics

Exploring Word

- Starting Word and Creating a Document
- Exploring the Ribbon
- Opening an Existing Document
- Moving Through a Document
- Using the Zoom Slider
- Using the Help System

Entering and Editing Text

- Entering Text
- Viewing Hidden Characters
- Modifying and Resaving a Document
- Splitting and Combining Paragraphs
- Selecting Text
- About the Mini Toolbar
- Using Undo

Moving and Copying Text

- Moving Text with Drag and Drop
- Moving Text with Cut and Paste
- Copying Text with Copy and Paste

Formatting Characters

- About Font (Character) Formats
- Formatting with the Ribbon
- Formatting with the Mini Toolbar
- Using Superscript and Subscript
- Changing Case
- Applying Colors
- Changing the Font and Size
- Clearing Formats
- Applying Additional Font Formats
- Transferring Formats with Format Painter
- Formatting Before you Type

Working with Tabs

- Displaying the Ruler
- Using the Default Tabs
- Viewing Tab Characters
- About Custom Tab Types
- Setting a Custom Left Tab
- Removing a Custom Tab
- Moving a Custom Tab
- Setting a Custom Right Tab

Formatting Paragraphs

- About Paragraph Formats
- Aligning Paragraphs
- Adding Borders and Shading
- Indenting Paragraphs
- About Custom Paragraph Indents
- Customizing Paragraph Indents
- Copying Paragraph Formats
- Adjusting Paragraph Spacing
- Modifying Line Spacing
- Applying Bullets
- Creating a Numbered List

Modifying the Page Layout

- Adjusting Margins
- Adding Headers and Footers
- Formatting Header and Footer Text
- Adding Page Numbers
- Turning Pages Sideways
- Vertically Centering Text

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Previewing and Printing

- Using Draft View
- Adding Page Breaks
- Viewing Page Break Characters
- Previewing Before You Print
- Printing a Document

Using Spell Check and AutoCorrect

- Checking for Spelling Errors
- Exploring Spelling and AutoCorrect
- Using AutoCorrect Settings
- Using the AutoCorrect Options Button
- Removing AutoCorrect Entries