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Microsoft Word 2016 **Level 1 Training**

Overview & Learning Outcomes

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.

Upon successful completion of this course you should 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

Prerequisites

There are no pre-requisites for this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Microsoft Word 2016 **Level 1 Training Course Outline**

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

Working With a Document

The Open place
The Open dialogue box
Opening an existing document
Navigating with the keyboard
Scrolling through a document
Page zooming
Viewing the ruler
Showing paragraph marks
Counting words

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

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

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

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

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Working With Paragraphs

- Understanding paragraph formatting
- Understanding text alignment
- Changing text alignment
- 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 line and page breaks
- Using the paragraph dialog box

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

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

Tables

- Understanding tables
- Creating a table
- Selecting in tables using the ribbon
- Selecting in tables using the mouse
- 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

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

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 Merged fields
- Previewing the merged documents
- Completing the merge

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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

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

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

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