



# Word 2016

## Level 1

This course covers the basic features of Microsoft Word. After an introduction to Word's window components, you will learn how to create, save and modify documents and navigate between Word documents. You will beautify your document by learning to format text, format paragraphs and create bulleted and numbered lists. Lastly, you will explore the various print options available to you including printing labels and envelopes.

This interactive, hands-on foundational class will teach you the best practices and time-saving techniques for working more productively with Word documents.

### Lesson 1 - Word Basics

- Starting Word
- The Word Environment
- Opening an Existing Document
- Entering Text into a Document
- Correcting Mistakes
- Navigating a Document
- Creating a New Document
- Saving a Document
- Moving Between Documents
- Setting Word Options
- Changing Document Views
- Hiding the Ribbon
- Using Tell Me to Obtain Help
- Closing a Document and Exiting Word

### Lesson 2 - Editing Text

- Selecting Text
- Copying and Pasting Text
- Cutting and Pasting Text
- Using Drag-and-Drop
- Using the Office Clipboard
- Finding Text using the Navigation Pane
- Using Find and Replace
- To Use Find and Replace
- Checking Spelling and Grammar
- Using the Thesaurus
- Inserting Symbols
- Using Undo, Redo & Repeat

### **Lesson 3 - Formatting Text**

- Using Formatting Tools
- Using the Font Dialog Box
- Using Format Painter
- Using Character Effects
- Using Text Effects
- Adding a Drop Cap
- Inserting the Date and Time

### **Lesson 4 - Working with Paragraphs**

- Adding Borders to a Paragraph
- Adding Shading to a Paragraph
- Aligning Text
- Adjusting Line Spacing
- Adjusting Spacing between Paragraphs
- Indenting Paragraphs
- Setting Tabs with the Ruler
- Changing Tabs
- Setting Tabs using the Tabs Dialog Box
- Creating a Bulleted List
- Creating a Numbered List
- Creating a Hanging Indent

### **Lesson 5 - Working with Pages**

- Creating a Header and Footer
- Modifying a Header and Footer
- Setting Margins
- Setting Page Orientation
- Setting Paper Size
- Inserting/Modifying Page Numbers
- Inserting and Removing Page Breaks
- Inserting a Watermark
- Jumping to a Specific Page

### **Lesson 6 - Printing a Document**

- Previewing a Document
- Setting Printer Options
- Printing an Envelope
- Printing Labels