

## Word 2016 Essentials

Participants will gain a fundamental understanding of the Microsoft environment and the ability to complete tasks independently. They will demonstrate the correct application of the principle features of Word creating and editing documents for a variety of purposes and situations. examples include professional looking reports, multi-column newsletters, resumes, and business correspondence.

### Module One: Create And Manage Documents

#### Create A Document

- Create A Blank Document
- Create A Document Using A Template
- Open A PDF In Word For Editing
- Insert Text From A File Or External Source

#### Navigating Through A Document

- Search For Text
- Insert Hyperlinks
- Create Bookmarks
- Move To A Specific Locations Or Object In A Document

#### Formatting A Document

- Modify Page Setup
- Apply Document Themes
- Apply Document Style Sets
- Insert Headers And Footers
- Insert Page Numbers
- Format Page Background Elements

#### Customize Options and Views For A Document

- Change Document Views
- Customize Views By Using Zoom Settings
- Customize The Quick Access Toolbar
- Split The Window
- Add Document Properties
- Show Or Hide Formatting Symbols



Word

2016 by  
Document

### **Print And Save Documents**

- Modify Print Settings
- Save Documents In Alternative File Formats
- Print All Or Part Of A Document
- Inspect A Document For Hidden Properties Or Personal Information
- Inspect A Document For Accessibility Issues
- Inspect A Document For Compatibility Issues

## **Module Two: Format Text, Paragraphs, And Sections**

### **Insert Text And Paragraphs**

- Find And Replace Text
  - Cut, Copy, And Paste Text
- Replace Text By Using AutoCorrect
- Insert Special Characters

### **Formatting Text And Paragraphs**

- Apply Font Formatting
- Apply Formatting By Using Format Painter
- Set Line And Paragraph Spacing And Indentation
- Clear Formatting
- Apply A Text Highlight Color To Text Selections
- Apply Built-In Styles To Text
- Change Text To WordArt

### **Order And Group Text And Paragraphs**

- Format Text In Multiple Columns
- Insert Page, Section, Or Column Breaks
- Change Page Setup Options For A Section

## **Module Three: Create Tables And Lists**

### **Create A Table**

- Convert Text To Tables
- Convert Tables To Text
- Create A Table By Specifying Rows And Columns
- Apply Table Styles

### **Modify A Table**

- Sort Table Data
- Configure Cell Margins And Set Spacing
- Merge And Split Cells
- Resize Tables, Rows, And Columns
- Split Tables

- Configure A Repeating Row Header

#### **Create And Modify A List**

- Create A Numbered Or Bulleted List
- Change Bullet Characteristics Or Number Formats For A List Level
- Define A Custom Bullet Character Or Number Format
- Increase Or Decrease List Levels
- Restart Or Continue List Numbering
- Set Starting Number Values

### **Module Four: Create And Manage References**

#### **Create And Manage Reference Markers**

- Insert Footnotes And Endnotes
- Modify Footnote And Endnote Properties
- Create Bibliography Citation Sources
- Modify Bibliography Citation Sources
- Insert Citations For Bibliographies
- Insert Figure And Table Captions
- Modify Caption Properties

#### **Create And Manage Simple References**

- Insert Standard Table Of Contents
- Update Table Of Contents
- Insert Cover Page

### **Module Five: Insert And Format Graphic Elements**

#### **Insert Graphic Elements**

- Insert Shapes
- Insert Pictures
- Insert Screen Shot Or Screen Clipping
- Insert Text Boxes

#### **Format Graphic Elements**

- Apply Artistic Effects
- Apply Picture Effects
- Remove Picture Backgrounds
- Format Objects
- Apply a Picture Style
- Wrap Text Around Objects
- Position Objects
- Add Alternative Text To Objects For Accessibility

### **Insert And Format SmartArt Graphics**

- Create A SmartArt Graphic
- Format A SmartArt Graphic
- Modify A SmartArt Graphic Content