

DURATION: 1 day**CODE:** SOL\WO\PS16**COURSE OBJECTIVE**

This training is intended to guide the participants to use and take advantage of Microsoft Office Word 2016.

After completing the training the participants will be able to:

- Protecting a document.
- Creating, Opening, Saving, and Closing document
- Protecting a document
- Editing text
- Finding and Replacing text
- Inserting a Symbol
- Adding Equation in document
- Correcting your Spelling and Grammar
- Formatting text in document
- Formatting Paragraphs
- Formatting Pages.
- Inserting a Cover Page
- Adding a Text Box
- Preview and Printing documents

WHO SHOULD ATTEND

- New or intending users of Microsoft Office Word 2016 who want to gain a good understanding of how to use the software in a short space of time.

PRE-REQUISITES

- A Basic knowledge of Windows XP/7/8/10
- A working knowledge of Personal Computers

MICROSOFT WORD 2016 PROFESSIONAL**INTRODUCTION**

This training introduces users to Microsoft Word 2016 Foundation, the newest version of the popular word processing application from Microsoft. Users will know the new features and learn the main features of Word to create, modify, format, and print documents.

COURSE OUTLINE**Creating Table**

- Working with Table
- Editing Table
- Convert text to a table or a table to text
- Merge Table Cells
- Add a Formula to a Table
- Sorting Table

Table of Contents

- Create a Table of Contents
- Format a Table of Contents
- Change or Add Levels in a Table of Contents
- Update and Delete a Table of Contents

Create Mail Merge

- Understanding Mail Merge
- Using the Mail Merge
- Add to a mail merge address list
- Mail merge using an Excel spreadsheet
- Email merge in Word

Creating Chart and Diagrams

- Adding a Chart to Your Document
- Working with Chart Data
- Add data labels to a chart
- Change axis labels in a chart

- Change the color or style of a chart
- Add a data series to your chart
- Create a diagram

Styles

- Using Style
- Modify a Style
- Create a New Style

Footnotes and Endnotes

- Create Footnotes and Endnotes
- Delete Footnotes and Endnotes
- Customize Footnotes and Endnotes

Collaboration

- Track Changes
- Turn On or Off Track Changes
- Remove Tracked Changes
- Accept Tracked Changes
- Change the Track Changes Color

Open and Edit PDF content in Word

- Convert a document to PDF
- Edit PDF File in Word