

DURATION: 1 day**CODE:** SOL\WO\SD16**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:

- 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 STANDARD

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**Managing Document**

- Using New Blank Document
- Using Open and Close Command
- Using Save Command
- Switch Between Open Documents
- Protected Documents

Viewing and Editing Text in Word

- Navigating Your Document
- Editing Text
- Replacing Text
- Move or Copy Text
- Take Advantage of Paste Options
- Insert a Symbol
- Work with Equations
- Correcting Your Spelling And Grammar
- Add Comments to a Document

Formatting Text in Word 2016

- Changing Characters Fonts
- Superscript or Subscript Text
- Change Text Case
- Change Text Color
- Apply Text Effects and Typography
- Copy Formatting Using the Format Painter
- Set The Default Font for All New Documents

Formatting Paragraphs

- Change Text Alignment
- Adjusting Paragraph Line Spacing
- Change Spacing Between Paragraph
- Formatting with Tabs
- Add Border to Text
- Apply Formatting Using Styles
- Creating Bulleted or Numbered List
- Formatting a List

Formatting Pages

- Changing Page Orientation with in a Document
- Creating Headers and Footers
- Add Page Number to a Document
- Create a Watermark
- Add a Border to a Page

Hyperlink

- Create a Hyperlink
- Edit a Hyperlink
- Remove a Hyperlink

Printing Document

- Printing Your Document
- Printing Part of a Document