

Course Objectives and Outline

Word 2016: Introduction

Days: 1

Prerequisites or Equivalent Skills: Windows

Target Student and Goals:

The target student for this course wants to learn about the basic features of Word and use them to enter and edit text, browse documents, format text, use tables, insert adjust page layout, use styles and outlines, work with graphics, and proof and print documents.

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Use the elements of the Word window, create and save documents, and navigate a document and select text by using the keyboard and the mouse.
- Insert and delete text; create hyperlinks; use the Undo and Redo commands; cut, copy, and paste text; and find and replace text.
- Apply character formatting, use tabs, format paragraphs, and adjust paragraph spacing.
- Create tables, work with text in a table, adjust a table's structure, apply table formatting and styles, work with data in a table.
- Add headers and footers, set and change document margins, change page orientation, set text flow options, and add and delete manual page breaks.
- Insert graphics and clip art, move graphics, wrap text around graphics, and modify graphics.
- Examine and compare text formatting, work with character styles, and work with a document outline.
- Proof a document by checking spelling and grammar, use AutoCorrect, preview and print documents, create PDF and XPS documents, and edit PDF documents in Word.

Course Outline:

Unit 1 : Word Basics

- Exploring the Word window
- New documents
- Document navigation
- Selection techniques
- Getting help

Unit 2 : Editing documents

- Working with text
- Using Undo and Redo
- Cut, copy, and paste
- Find and replace

Unit 3 : Formatting characters and paragraphs (*Heavy emphasis*)

- Character formatting techniques
- Paragraph formatting techniques
- Paragraph spacing and indents
- Using tabs

Unit 4 : Creating and managing tables

- Creating tables
- Modifying tables
- Enhancing tables

Unit 5 : Controlling page layout

- Creating headers and footers
- Working with margins
- Working with page breaks

Unit 6 : Graphics

- Adding graphics
- Working with graphics
- Compressing graphics for file optimization

Unit 7 : Proofing and printing documents

- Checking spelling and grammar
- Previewing and printing documents
- Export to PDF