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Let's Reach For Excellence!

Microsoft Word 2016

Duration: 03 days

Microsoft® Word 2016 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.
This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

AUTODESK Authorized Training
Microsoft Silver Learning
amazon web services Partner Network Authorized Training
SOLIDWORKS Authorized Training
Accredited Training Center EC-Council
PEARSON VUE-Authorized Test Center
KRYTERION GLOBAL TESTING SOLUTIONS

COURSE OBJECTIVES:

- Create visually appealing documents for school, business, community, or personal purposes
- Use built-in tools to capture and edit graphics
- Present data in tables, diagrams, and charts
- Track and compile reference materials
- Manage document collaboration and review
- Fix privacy, accessibility, and compatibility issues
- Supercharge your efficiency by creating custom styles, themes, and templates

COURSE OUTLINE

PART 1 Get Started

Chapter 1: Introduction

This chapter guides you through procedures related to starting Word, working in the Word user interface, and managing Office and app settings.

- Work in the Word user interface
- Manage Office and app settings

Chapter 2: Create and manage documents

This chapter guides you through procedures related to creating documents, opening and moving around in documents, displaying different views of documents, displaying and editing file properties, and saving and closing documents.

- Create documents
- Open and move around in documents
- Display different views of documents
- Display and edit file properties
- Save and close documents

Chapter 3: Enter and edit text

This chapter guides you through procedures related to entering or importing text; moving, copying, and deleting text; finding and replacing text; and using reference and research tools.

- Enter and import text
- Move, copy, and delete text

- Find and replace text
- Use reference and research tools

PART 2 Create professional documents

Chapter 4 Modify the structure and appearance of text

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

Chapter 5 Organize information in columns and tables

This chapter guides you through procedures related to presenting information in columns, creating tabbed lists, presenting information in tables, and formatting tables.

- Present information in columns
- Create tabbed lists
- Present information in tables
- Format tables

Chapter 6 Add simple graphic elements

This chapter guides you through procedures related to inserting, moving, and resizing pictures; editing and formatting pictures; inserting screen clippings; drawing and modifying shapes; and adding WordArt text.

- Insert, move, and resize pictures
- Edit and format pictures
- Insert screen clippings
- Draw and modify shapes
- Add WordArt text

PART 3 Enhance document content

CHAPTER 7 Insert and modify diagrams

This chapter guides you through procedures related to creating diagrams, modifying diagrams, and creating picture diagrams.

- Create diagrams
- Modify diagrams

- Create picture diagrams

CHAPTER 8 Insert and modify charts

This chapter guides you through procedures related to creating, modifying, and formatting charts.

- Create charts
- Modify charts
- Format charts

CHAPTER 9 Add visual elements

This chapter guides you through procedures related to formatting the page background; inserting a background watermark; inserting headers, footers, and page numbers; inserting preformatted document parts; and building equations.

- Format the page background
- Insert a background watermark
- Insert headers, footers, and page numbers
- Insert preformatted document parts
- Build equations

CHAPTER 10 Organize and arrange content

This chapter guides you through procedures related to reorganizing document outlines, arranging objects on a page, and using tables to control page layout.

- Reorganize document outlines
- Arrange objects on a page
- Use tables to control page layout

Part 4 Review and finalize documents

CHAPTER 11 Collaborate on documents

This chapter guides you through procedures related to marking up and reviewing documents, comparing and merging document versions, restricting the changes that people can make to documents that you share with them, and coauthoring documents.

- Mark up documents
- Display and review document markup
- Compare and merge documents

- Control content changes
- Coauthor documents

CHAPTER 12 Finalize and distribute documents

This chapter guides you through procedures related to locating and correcting text errors, previewing and adjusting page layout, controlling what appears on each page, preparing documents for electronic distribution, and printing and sending documents.

- Locate and correct text errors
- Preview and adjust page layout
- Control what appears on each page
- Prepare documents for electronic distribution
- Print and send documents

Part 5 Use advanced Word functions

CHAPTER 13 Reference content and content sources

This chapter guides you through procedures related to inserting bookmarks and cross-references, displaying document information in fields, inserting and modifying footnotes and endnotes, creating and modifying tables of contents, creating and modifying indexes, and citing sources and compiling bibliographies.

- Insert bookmarks and cross-references
- Display document information in fields
- Insert and modify footnotes and endnotes
- Create and modify tables of contents
- Create and modify indexes
- Cite sources and compile bibliographies

CHAPTER 14 Merge data with documents and labels

This chapter guides you through procedures related to choosing and refining data sources, choosing the output type and starting documents, previewing the results and completing the merge, and creating individual envelopes and labels.

- Understand the mail merge process
- Start the mail merge process
- Choose and refine the data source
- Insert merge fields

- Preview and complete the merge
- Create individual envelopes and labels

CHAPTER 15 Create custom document elements

This chapter guides you through procedures related to creating and modifying styles, creating and managing custom themes, creating and attaching templates, and creating custom building blocks.

- Create and modify styles
- Create and manage custom themes
- Create and attach templates
- Create custom building blocks

CHAPTER 16 Customize options and the user interface (optional)

This chapter guides you through procedures related to changing default Word options, customizing the Quick Access Toolbar and ribbon, and managing add-ins and security options.

- Change default Word options
- Customize the Quick Access Toolbar
- Customize the ribbon
- Manage add-ins and security options