

## Introduction to Microsoft Word 2016: Essential Editing and Formatting, Working with Tables and Lists

**Duration:** 1 day | **Price:** \$175

**Course Description:** By the end of this course, students should be comfortable with creating a new document, making it look professional and presentable, adding graphics and customizing the Microsoft Word interface. Students will also understand how to create and use using tables and charts. After completing this course, students will be ready to use Microsoft Word to efficiently complete daily tasks.

Comprehensive hands on exercises are integrated throughout to reinforce learning and develop real competency.

**Course Prerequisites:** Students should be comfortable using the keyboard, mouse, and Start menu. No previous experience with other versions of Microsoft Word is required.

### Identifying the Components of the Word Interface

- The Word Application Window
- The Ribbon
- The Backstage View
- Task Panes
- Galleries
- Document Views
- Window Views
- Zoom Options

### Navigating and Selecting Text

- Scroll Bars
- Keyboard Navigation
- Text Selection

### Finding and Replacing Text

- The Navigation Pane
- The Find and Replace Dialog Box
- Find Options
- Finding and Replacing with Wildcards

### Aligning Text Using Tabs

### Creating a Word Document

- Creating a Blank Document
- Default Typing Options
- Formatting Marks
- Saving Options
- Sharing a Document
- Previewing and Printing Options
- Using Help
- Accessing Advanced Help Options

### Modifying Text

- Text Editing Options
- The Clipboard Task Pane
- Paste Options
- Live Preview
- Using the Undo Command
- Using the Redo Command

### Applying Character Formatting

- Using Fonts
  - Font Options
- The Mini Toolbar
- Text Highlighting Options
- The Format Painter

### Displaying Text as List Items

- Tabs
- Rulers
- Tab Stops on a Ruler
- The Tabs Dialog Box

## Controlling Paragraph Layout

- Margins
- Paragraph Alignment Options
- Indents
- Indent Markers
- Indentation Options
- Spacing Options
- Hyphenation

## Applying Styles

- Word Styles
- Style Sets
- The Styles Task Pane

## Adding Tables

- Inserting a Table
- Using Tables to Control Page Layout
- Table Creation Options
- Quick Tables
- Inserting Excel Data
- Table Navigation Methods

## Formatting a Table

- Table Styles
- Table Fonts
- The Table Tools - Design Contextual Tab

## Performing Calculations in a Table

- Formulas in Word
- Functions in Word
- Equations

## Creating Charts

- Charts
- Chart Components
- Types of Charts
- Creating a Chart
- The Chart Tools Tabs
- Chart Quick Analysis Buttons
- Changing the Chart Type
- Editing Chart Data

- Lists
- Bulleted Lists
- Numbered Lists

## Applying Borders and Shading

- Types of Borders
- Shading
- The Borders and Shading Dialog Box

## Managing Formatting

- The Reveal Formatting Task Pane
- Clearing Formatting Options
- Finding and Replacing Text Formatting Options

## Modifying a Table

- Table Selection Methods
- The Table Tools - Layout Contextual Tab
- The Table Properties Dialog Box
- Inserting and Deleting Rows and Columns
- Moving and Resizing Rows and Columns

## Converting Text to a Table

- The Convert Text to Table Dialog Box
- The Convert Table to Text Dialog Box

## Table Cell Layout

- Cell Merging
- Cell Splitting
- Cell Alignment
- Text Direction
- Customizing Cell Margins
- Setting Table Titles

## Sorting and Renumbering a List

- Sorting Types
- Sorting Fields
- Sorting Text
- Renumbering Options

- Saving a Chart as a Template
- The Caption Dialog Box

## Customizing a List

- Multilevel Lists
- Increasing and Decreasing List Levels
- List Styles
- List Appearance Customization Options
- List Appearance Formatting Options

## Adding Images to a Document

- Illustrations
- Local Pictures
- Online Pictures
- Resizing Images
  - Resizing Options
  - Cropping Images

## Integrating Pictures and Text

- Text Wrapping Styles
- Picture Positioning Options
- Rotating Images
- Adding Captions
- Inserting and Formatting Screenshots
  - The Screenshot Tool

## Applying a Page Border and Color

- Page Borders
- Border Options
- Page Color Options

## Adding Headers and Footers

- Inserting Page Numbers
- Headers and Footers
- The Header & Footer Tools - Design Tab

## Checking Spelling and Grammar

- Spelling and Grammar Check Options
- The Dictionary
- The Insights Pane
- The Readability Statistics Dialog Box
- The Word Count Dialog Box

## Customizing the Word Interface

## Inserting Symbols and Special Characters

- Symbols
- Special Characters

## Adjusting Image Appearance

- The Adjust Group
- Corrections Options
- Color Options
- Artistic Effects Options
- Compression Tools
- The Background Removal Tool
- Applying Picture Styles

## Inserting Video

- Video Links
- Inserting a Video
- Playing a Video

## Adding a Watermark

- Watermarks
- The Printed Watermark Dialog Box

## Controlling Page Layout

- Margin Options
- Page Orientation
- Vertical Alignment Options
- The Paper Size Option
- Page Breaks
- The Page Setup Dialog Box

## Using Other Proofing Tools

- The Thesaurus
- The Translation Feature
- The Research Options Dialog Box

## Using the Additional Save Options

#### The Word Options Dialog Box

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- The AutoCorrect Dialog Box
- The AutoCorrect Tab

#### Word 2016 File Formats

- Compatibility Checker
- AutoSave
- AutoRecover
- Recovering an Unsaved Document

### Managing Additional File Types

- Opening Non-Native Files in Microsoft Word
- Importing Files
- Opening and Editing PDF Documents
- Appending Text to a Document
- Linking to Other Documents

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