

## Customised IT and Soft Skills training to suit your needs

# Microsoft Word 2016 Introduction / Beginners Training

### Word 2016 Introduction Course Objectives

#### After the course, you will be able to:

- Create New Documents
- Format Text and Paragraphs
- Create Bullet and Numbering Lists
- Use Tabs
- Perform Page Setup
- Printing Documents

### Audience

If you are a new or self-taught user on Microsoft Word, then this course will be suitable. The course covers all topics required to produce documentation that not only looks good but is well structured.

### Course Prerequisite

You must have good basic Word skills

### Course Duration

This is a 1 day Word 2016 Introduction Training Course. The course starts at 09:30 and runs until 16:30

### Word 2016 Beginners Course Locations / Schedule

This course can be run at our Word training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled courses.

### Word Basics

- Word Overview - the User Interface, Quick Access and Mini Toolbar
- Standard & Contextual Ribbons
- The File Tab
- Status Bar Tools
- Dialog Boxes
- Task Panes

- Using Help

## **Basic Microsoft Word Usage and Text tools**

- Creating new blank documents
- Accessing and opening templates to create documents
- Saving, closing and opening Documents
- Understanding non-printing characters
- Selection techniques (keyboard + mouse)
- Navigating documents
- Using Word Views, e.g. Print layout and Draft and reading
- Entering text and understanding basic text features. (word-wrap)
- Using Find/Replace
- Spell Check, Thesaurus

## **Format Your Document**

- Applying Font formats - Changing font type, size, colour, special effects, character spacing
- Changing the default font for all new documents
- Using Paragraph formats - justification, indentation, space before and after Paragraph
- Line spacing, Widow and orphan control
- Inserting non breaking hyphens and spaces
- Applying borders and shading
- Format Painter
- Using Cut, Copy and Paste
- Revealing formatting and Clearing formatting

## **Bullets & Numbering**

- Turning on Bullets
- Creating & editing bulleted list styles
- Changing bullet types and formatting
- Turning on Numbered Lists
- Creating your own numbered list style
- Changing numbering types

## **Working with Tabs**

- Understanding Tabs
- Changing the default Tab Stop
- Setting and manipulating Tab markers on the ruler
- Setting and manipulating Tab markers in the Tab Dialog box

- Using leader tabs
- Using bar tabs
- Setting the measurement units for the Ruler (Imperial and Metric)
- Using Tabs in a Document

## Setting up your Document

- Inserting and Deleting page breaks
- Changing page orientation to Landscape or Portrait
- Viewing Headers and Footers
- Creating Basic Page numbering
- Setting Margin Sizes
- Using Page Borders
- Inserting a Watermark

## Printing

- Printing a Document
- Setting Print options
- Previewing a document
- Selecting a print

