

Word 2016 Level 1 – Outline

TABLE OF CONTENTS

WORD 2016 LEVEL 1 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN WORD 2016?

LESSON 1 - WORD BASICS

- 1.1 STARTING WORD
- 1.2 THE WORD ENVIRONMENT
- 1.3 OPENING AN EXISTING DOCUMENT
- 1.4 ENTERING TEXT INTO A DOCUMENT
- 1.5 CORRECTING MISTAKES
- 1.6 NAVIGATING A DOCUMENT
- 1.7 CREATING A NEW DOCUMENT
- 1.8 SAVING A DOCUMENT
- 1.9 MOVING BETWEEN DOCUMENTS
- 1.10 SETTING WORD OPTIONS
- 1.11 CHANGING DOCUMENT VIEWS
- 1.12 HIDING THE RIBBON
- 1.13 USING TELL ME TO OBTAIN HELP
- 1.14 CLOSING A DOCUMENT AND EXITING WORD

LESSON SUMMARY – WORD BASICS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - EDITING TEXT

- 2.1 SELECTING TEXT
 - 2.2 COPYING AND PASTING TEXT
 - 2.3 CUTTING AND PASTING TEXT
 - 2.4 USING DRAG-AND-DROP
 - 2.5 USING THE OFFICE CLIPBOARD
 - 2.6 FINDING TEXT USING THE NAVIGATION PANE
 - 2.7 USING FIND AND REPLACE
- TO USE FIND AND REPLACE
- 2.8 CHECKING SPELLING AND GRAMMAR
 - 2.9 USING THE THESAURUS
 - 2.11 INSERTING SYMBOLS
 - 2.12 USING UNDO, REDO & REPEAT

LESSON SUMMARY – EDITING TEXT

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - FORMATTING TEXT

3.1 USING FORMATTING TOOLS

3.2 USING THE FONT DIALOG BOX

3.3 USING FORMAT PAINTER

3.4 USING CHARACTER EFFECTS

3.5 USING TEXT EFFECTS

3.6 ADDING A DROP CAP

3.7 INSERTING THE DATE AND TIME

LESSON SUMMARY – FORMATTING TEXT

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH PARAGRAPHS

4.1 ADDING BORDERS TO A PARAGRAPH

4.2 ADDING SHADING TO A PARAGRAPH

4.3 ALIGNING TEXT

4.4 ADJUSTING LINE SPACING

4.5 ADJUSTING SPACING BETWEEN PARAGRAPHS

4.6 INDENTING PARAGRAPHS

4.7 SETTING TABS WITH THE RULER

4.8 CHANGING TABS

4.9 SETTING TABS USING THE TABS DIALOG BOX

4.10 CREATING A BULLETED LIST

4.11 CREATING A NUMBERED LIST

4.12 CREATING A HANGING INDENT

LESSON SUMMARY – WORKING WITH PARAGRAPHS

LESSON 4 QUIZ

LESSON 5 - WORKING WITH PAGES

5.1 CREATING A HEADER AND FOOTER

5.2 MODIFYING A HEADER AND FOOTER

5.3 SETTING MARGINS

5.4 SETTING PAGE ORIENTATION

5.5 SETTING PAPER SIZE

5.6 INSERTING/MODIFYING PAGE NUMBERS

5.7 INSERTING AND REMOVING PAGE BREAKS

5.8 INSERTING A WATERMARK

5.9 JUMPING TO A SPECIFIC PAGE

LESSON SUMMARY – WORKING WITH PAGES

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

LESSON 6 - PRINTING A DOCUMENT

6.1 PREVIEWING A DOCUMENT

6.2 SETTING PRINTER OPTIONS

6.3 PRINTING AN ENVELOPE

6.4 PRINTING LABELS

LESSON SUMMARY – PRINTING A DOCUMENT

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

CLASS PROJECT

INDEX