

# Word 2016 – Level 3 Outline

WORD 2016 LEVEL 3 – INTRODUCTION  
COURSE REQUIREMENTS  
COMPONENTS OF THE MANUAL  
TRAINING FILES  
WHAT'S NEW IN WORD 2016?

## LESSON 1 - WORKING WITH CHARTS

- 1.1 CREATING A CHART
- 1.2 RESIZING A CHART
- 1.3 CHANGING THE LAYOUT AND STYLE
- 1.4 LABELING CHART ELEMENTS
- 1.5 FORMATTING CHART TEXT
- 1.6 FORMATTING CHART ELEMENTS
- 1.7 CHANGING THE CHART TYPE
- 1.8 SHOWING OR HIDING GRIDLINES
- 1.9 CUSTOMIZING AXES
- 1.10 CHANGING A CHART'S SOURCE DATA
- 1.11 SAVING A CHART TEMPLATE

### LESSON 1 QUIZ

### LAB 1 – ON YOUR OWN

## LESSON 2 - WORKING WITH LONGER DOCUMENTS

- 2.1 CREATING A DOCUMENT OUTLINE
- 2.2 CREATING A TABLE OF CONTENTS
- 2.3 USING BOOKMARKS
- 2.4 ADDING FOOTNOTES AND ENDNOTES
- 2.5 ADDING CROSS-REFERENCES
- 2.6 CREATING AN INDEX
- 2.7 CREATING CAPTIONS
- 2.8 CREATING A TABLE OF FIGURES
- 2.9 CREATING A MASTER DOCUMENT
- 2.10 INSERTING SUBDOCUMENTS INTO A MASTER DOCUMENT
- 2.11 USING FOCUS VIEW
- 2.12 USING THE SIDEBAR

### LESSON 2 QUIZ

### LAB 2 – ON YOUR OWN

## LESSON 3 - WORKING WITH FORMS

- 3.1 CREATING A FORM

- 3.2 RESIZING A FORM
- 3.3 ADDING A TEXT FIELD TO A FORM
- 3.4 ADDING A CHECK BOX TO A FORM
- 3.5 ADDING A COMBO BOX TO A FORM
- 3.6 ADDING HELP TO FORM FIELDS
- 3.7 PROTECTING A FORM
- 3.8 USING A FORM TEMPLATE

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH MACROS

- 4.1 RECORDING A MACRO
- 4.2 RUNNING A MACRO
- 4.3 EDITING A MACRO
- 4.4 SAVING A DOCUMENT WITH MACROS
- 4.5 OPENING A DOCUMENT WITH MACROS
- 4.6 ADDING A MACRO TO THE QUICK ACCESS TOOLBAR

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - CREATING AND POSITIONING GRAPHICS

- 5.1 CREATING DRAWING OBJECTS
- 5.2 FORMATTING DRAWING OBJECTS
- 5.3 ALIGNING OBJECTS
- 5.4 ROTATING OBJECTS
- 5.5 REORDERING OBJECTS
- 5.6 GROUPING OBJECTS
- 5.7 GENERATING EQUATIONS

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

CLASS PROJECT – SHAREHOLDER UPDATE

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