

## Microsoft Word 2016 - Introduction

### Duration:

One day

### Objective

This Introduction to Microsoft Word 2016 training class is designed for students new to working with Microsoft Word in Windows. Students will learn to create, edit, format, and print Microsoft Word documents.

After completing this course, students will be able to:

Learn to create and edit Microsoft Word documents.

Learn about the Ribbon.

Learn about the File tab.

Learn to create new documents and use Word templates.

Learn to format Word documents.

Learn to add page numbers, headers and footers, and spell and grammar check documents.

### Contents

Module 1: Creating a Microsoft Word Document

This module explains how to get started creating Microsoft Word documents.

Lessons

Starting a Microsoft Document

Creating a Document

Saving a Document

Importing a File

The Status Bar

Closing a Document

Exercise: Create a Microsoft Word Document

After completing this module, students will be able to:

Start Microsoft Word.

Create a Microsoft Word document.

Save a Microsoft Word document.

Understand the Status Bar.

Close a Microsoft Word document.

Module 2: The Ribbon

This module explains how to work with the Ribbon in Microsoft Word.

Lessons

The Ribbon

Tabs

Groups

Commands

Exercise: Exploring the Ribbon

After completing this module, students will be able to:

Work with tabs.

Work with groups.

Work with commands

Understand which groups and commands are found on which tabs.

### Module 3: The Backstage View (The File Menu)

This module explains how to work with the many features located in the Backstage view.

Lessons

Introduction to the Backstage View

Opening a Document

Exercise: Open a Document

New Documents and Word Templates

Exercise: Write a Thank You Letter Using a Template Letter

Configuring Documents to Print

Exercise: Print a Document

Adding Your Name to Microsoft Word

Adding Values to Document Properties

Working with Autosaved Versions of Documents

After completing this module, students will be able to:

Understand how to work with the Backstage view.

Open a Microsoft Word Document.

Start a new Microsoft Word document.

Use Microsoft Word templates.

Print a Microsoft Word document.

Personalize their copy of Microsoft Word.

### Module 4: The Quick Access Toolbar

This module explains how to work with the Quick Access Toolbar in Microsoft Word.

Lessons

Adding Common Commands

Adding Additional Commands with the Customize Dialog Box

Adding Ribbon Commands and Groups

Placement

Exercise: Customize the Quick Access Toolbar

After completing this module, students will be able to:

Customize the Quick Access Toolbar.

### Module 5: Formatting Microsoft Word Documents

This module explains how work with formatting in Microsoft Word.

Lessons

Selecting Text

Selecting Fonts

Exercise: Working with Fonts

Working with Lists

Exercise: Working with Lists

Inserting a Hyperlink in a Document

Exercise: Inserting a Hyperlink

Using Styles

Exercise: Applying and Creating Custom Styles

Using Themes

Using the Ruler

Exercise: Using Tabs

Setting Margins

Exercise: Setting Margins

After completing this module, students will be able to:

Add, remove, and change fonts in Microsoft Word documents.

Work with lists.

Add hyperlinks in a document.

Apply styles in Microsoft Word documents.

Use themes.

Use the Ruler within Microsoft Word.

Set margins within Microsoft Word.

#### Module 6: Editing Documents

This module explains how to edit documents in Microsoft Word.

Lessons

Find

Find and Replace

Find and Replace Tips

Appending Text to a Document

Exercise: Using Find and Replace

Using the Clipboard

Exercise: Using the Clipboard

After completing this module, students will be able to:

Locate information in your document using Find.

Use Find and Replace to quickly replace words or phrases with other words or phrases.

Use the Cut, Copy, Paste and Format Painter commands to edit documents.

#### Module 7: Finalizing Microsoft Word Documents

This module explains how to use various features to finalize Microsoft Word documents.

Lessons

Adding Page Numbers

Exercise: Adding Page Numbers

Headers and Footers

Exercise: Using Headers and Footers

Checking Spelling and Grammar

Exercise: Checking Spelling and Grammar

After completing this module, students will be able to:

Add page numbers to a Microsoft Word document.

Add and customize headers and footers.

Find and correct spelling mistakes.

Find and correct grammar mistakes.

#### Module 8: Microsoft Word New Features Since 2013

This module explains how to use the Read Mode and the Object Zoom feature, which were new since 2013.

Lessons

Using Read Mode

Object Zoom Feature

Exercise: Exploring the Read Mode and Object Zoom

After completing this module, students will be able to:

Use Read Mode.

Use the Object Zoom Feature

Module 9: New Features in Word 2016

This module explains how to use the Tell Me and Smart Lookup features, new to 2016.

Lessons

Tell Me

Smart Lookup

Tell Me

After completing this module, students will be able to:

Use the Tell Me feature

Use the Smart Lookup feature

#### **Who should attend**

Students who have little or no familiarity with Microsoft Word 2016 or more experienced Word users who want to learn the topics covered in this course in the 2016 interface.

#### **Course benefits**

#### **Additional information**

#### **Certificates**

#### **Trainers background**