

## Word 2016 Intermediate

**Length:** 1 Day

**Summary:** This course you will learn: how to use advanced editing tools, use reviewing features and different views, utilize the search and replace tools in Word, learn to use and modify tables in documents, and work with columns.

**Who Should Attend:** Microsoft Word 2016 combines a powerful word processing application with the user-friendly atmosphere of Windows. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

**Experience Needed:** Delegates should have an understanding of any of the following operating systems: Windows 7, Windows 8, Windows Server 2008 R2, or Windows Server 2012.

### COURSE CONTENT

#### REVIEWING DOCUMENTS

- Correcting Documents
- Performing a Spelling and Grammar Check
- Using the Thesaurus
- Using Autocorrect Options
- Setting and Deleting AutoCorrect Exceptions
- Hyphenating Documents
- Inserting Special Hyphens
- Using Quick Part Building Blocks
- Creating a Quick Part
- Inserting a Quick Part
- Deleting Quick Part Entries
- Creating Outlines
- Typing Outline Lists
- Assigning and Removing Paragraph Outline Levels
- Using the Navigation Pane
- File Search – To find a file
- Insert a Comment
- Insert a Picture from a file
- Assignment

#### DRAWING IN WORD

- Creating Drawing Objects
- Creating Lines and Shapes
- Creating Text Boxes
- Enhancing Drawing Objects
- Applying Line Effects
- Applying and Modifying 3-D Effects

- Manipulating Drawing Objects
- Sizing and Rotating Drawing Objects
- Grouping and Ungrouping Drawing Objects
- Placing Drawings within Document Text
- Assignment

#### USING TABLES

- Creating Tables
- Typing Text into Tables
- Editing and Formatting Text in Cells
- Modifying Table Structures
- Adjusting Row Height in a Table
- Inserting, Deleting, and Moving Table Columns
- Inserting, Deleting, and Moving Table Rows
- Enhancing Tables
- Merging Cells
- Adding Table Borders
- Table Design Styles and Applying Shading to a Table
- Aligning Tables
- Rotating Text in Tables
- Convert text to a table or vice versa
- Auto Fit in the Table
- Assignment

## **WORKING WITH COLUMNS**

- Creating and Editing Newspaper Columns
- Selecting and Editing Column Text
- Formatting Newspaper Columns
- Forcing a New Column
- Setting Text Flow Options
- Inserting Nonbreaking Spaces
- Change Case
- Change a background
- Drop Cap
- Assignment

## **APPENDIX A: NEW FEATURES IN WORD 2016**

- Compatibility
  - The Office 2016 Interface
  - The Word Screen
  - The Ribbon
  - Dialogue box launchers
  - Contextual Tabs
  - Customize the Ribbon
  - The Mini toolbar
  - The Quick Access Toolbar
  - Using the keyboard (Key Tips in v2016)
  - Other New Features In Word 2016
  - File Menu Options
  - Screen Views and Document Navigation
  - New Graphics features
  - Sharing Documents
  - Tracking
  - Touch Access
  - Tell Me Feature
  - Working Together
  - Insights
  - Ink Equations
  - Version History
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