



MICROSOFT WORD

Word 2016 Fundamentals (WRD001)

Traditional Learning Pathway



COURSE CONTENTS

WORD OVERVIEW

- Starting Word
- The User Interface
- Keyboard shortcuts

WORKING WITH DOCUMENT FILES

- Opening documents
- Saving documents
- Creating documents
- Using document templates

VIEWING DOCUMENTS

- The View ribbon
- Document views
- Zoom
- Other viewing options
- Gridlines & Ruler
- Hide white space between pages

NAVIGATING IN WORD

- Use the navigation pane
- Browse by headings
- Browse by page
- Reorganise your document
- Search in your document
- Find & Replace
- Go to

SELECTION

- Efficient text selection
- Mouse selection methods

EDITING

- Deleting text
- Using the clipboard
- Drag and drop techniques

BASIC FORMATTING

- Clear all formatting
- The Show/Hide tool

DOCUMENT DESIGN

- Types of fonts
- Font collections
- Create white space in Word

TEXT FLOW

- Insert a page break
- Adjust automatic page breaks

MORE FORMATTING

- Bullets and numbering
- Indenting
- Tabs
- Text Effects

FORMATTING USING STYLES

- Add a heading
- Themes
- Styles sets
- Document fonts
- Document colour scheme
- Document paragraph spacing

ENHANCING DOCUMENTS

- Cover pages
- Symbols
- Inserting a page number

WORKING WITH GRAPHICS

- Inserting images
- Inserting images from an online source
- The Picture Tools ribbon
- Smart Art
- Shapes

PROOFING

- Spell checking
- Fixing errors
- Spell check on the fly

SETTING UP YOUR PAGE

- The Layout ribbon
- Page setup

PRINTING

SAVE TO PDF (EXPORT OR PUBLISH)

EMAILING YOUR WORK

MICROSOFT WORD 2016 FUNDAMENTALS

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to gain:

- an understanding of word processing skills
- confidence with the Microsoft Word software
- skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is a beginner's course and assumes basic prior knowledge of Microsoft Word. It is suitable for participants who:

- want to learn basic word processing skills
- want to produce professional looking documents
- are expected to know the basic features of Word for their job
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

By the end of this session you should be able to:

- type a simple letter or other document
- professionally format and print a document
- insert an image and other graphical elements into a document
- use a number of keyboard shortcuts to work more efficiently

ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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