



Course Description:

If you are working toward becoming career-ready you must have a working knowledge of Word 2016. LearnKey expert Jason Manibog will teach the basic concepts of Microsoft Word and build on those ideas to help you master this program. This course will teach you how to create and manage documents, and format text, paragraphs, and sections. This course will also help you study and prepare to take the Microsoft Word 77-725 Certification exam.

Course Prerequisites

This course assumes that delegates have completed the Introductory level of PCS' Microsoft Word course, or at least have the equivalent Word knowledge and experience.

Course Contents:

Session 1

- Section A: Introduction to Word 2016
- Section B: Getting Started
 - How to take This Course
 - Tour of Office
 - Tour of Word
- Section C: Create Documents
 - Create a Blank Document
 - Create a Document from a Template
 - Open a PDF in Word
 - Insert Text from Other Sources
- Section D: Navigate Through Documents
 - Search for Text
 - Insert Hyperlinks
 - Create Bookmarks
 - The Go To Feature
- Section E: Format Documents
 - Modify Page Setup
 - Apply Document Themes
 - Apply Document Style Sets
 - Insert Headers and Footers
- Section F: Customise Document Views and Options
 - Insert Page Numbers
 - Format Page Background Elements
 - Watermarks
 - Change Document Views
 - Customise Through Zoom Settings
 - Customise the Quick Access Toolbar
 - Split Windows
 - Add Document Properties
 - Show and Hide Formatting Symbols
- Section G: Print and Save Documents
 - Modify Print Settings
 - Save Documents in Different Formats
 - Print Documents
 - Check for Document Issues
 - Inspect for Accessibility Issues
 - Inspect for Compatibility Issues
- Session Recap
- Test Tips





Session 2

- Section A: Insert Text and Paragraphs
 - Find and Replace Text
 - Cut and Paste text
 - Copy and Paste Text
 - Use AutoCorrect to Replace Text
 - Insert Symbols
 - Insert Special Characters
 - Use Undo and Redo
- Section B: Format Text and Paragraphs
 - Apply Font Formatting
 - Use the Format Painter
 - Set Line and Paragraph Spacing
 - Set Line and Paragraph Indentation
 - Set Tabs
 - Clear Formatting
 - Use the Text Highlighter
 - Apply Built-In Styles
 - Change Text to WordArt
- Section C: Order and Group Text and Paragraphs
 - Format Text in Multiple Columns
 - Insert Page Breaks
 - Insert Section Breaks
 - Insert Column Breaks
 - Set Page Setup Options in a Section
- Session Recap
- Test Tips

Session 4

- Section A: Create and Manage References
 - Create and Manage Reference Markers
 - Insert Footnotes
 - Insert Endnotes
 - Modify Footnote Properties
 - Modify Endnote Properties
 - Create Bibliography Citation Sources
 - Modify Bibliography Citation Sources
 - Insert Citations for Bibliographies
 - Insert Figure Captions
 - Insert Table Captions
 - Modify Caption Properties
- Section B: Create and Manage Simple References
 - Insert a Table of Contents
 - Update a Table of Contents
 - Insert a Cover Page
- Section C: Proofing the Document
 - Check Spelling and Grammar
- Session Recap
- Test Tips

Session 3

- Section A: Create Tables and Lists
 - Create a Table
 - Convert Text to Tables
 - Convert Tables to Text
 - Create a Table with Specific Options
 - Apply Table Styles
 - Set Table Style Options
- Section B: Modify a Table
 - Sort Table Data
 - Cell Margins and Spacing
 - Merge and Split Cells
 - Resize Tables
 - Resize Rows and Columns
 - Split Tables
 - Configure a Repeating Row Header
- Section C: Create and Modify a List
 - Create a Numbered List
 - Create a Bulleted List
 - Change Number Formats
 - Change Bullet Characters
 - Customise Bullet Characters
 - Customise Number Formats
 - Increase or Decrease List Levels
 - Control List Numbering
 - Set Starting Number Value
- Session Recap
- Test Tips

Session 5

- Section A: Insert and Format Graphic Elements
 - Insert Graphic Elements
 - Insert Shapes
 - Insert Pictures
 - Insert Screenshots
 - Insert Screen Clippings
 - Insert Text Boxes
- Section B: Format Graphic Elements
 - Apply Artistic Effects
 - Apply Picture Effects
 - Remove Picture Backgrounds
 - Format Objects
 - Apply Picture Styles
 - Wrap Text Around Objects
 - Position Objects
 - Add Alternative Text to Objects
- Section C: Insert and Format SmartArt Graphics
 - Create a SmartArt Graphic
 - Format a SmartArt Graphic
 - Modify SmartArt Graphic Content
- Session Recap
- Test Tips

