



# 55173: Introduction to Microsoft® Word 2016

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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**Certification:** Microsoft Office Specialist (MOS): Microsoft Word 2016 — **Exam:** 77-725 Word 2016 Core Document Creation, Collaboration and Communication

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## Course Description

This course is designed for participants new to working with Microsoft Word in Windows®. Participants will learn to create, edit, format, and print Microsoft Word documents.

## Target Audience

This course is intended for:

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

## Prerequisites

To attend this course, candidates must have:

- Familiarity with using personal computers.
- Experience using a keyboard and mouse.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Create and edit Microsoft Word documents.
- Understand how to better use the Ribbon.
- Understand how to better use the File tab.
- Create new documents and use Word templates.
- Format Word documents.
- Add page numbers, headers and footers, and spell and grammar check documents.



## Course Topics

### Module 1: Creating a Microsoft Word Document

- Starting a Microsoft Document
- Creating a Document
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document

### Module 2: The Ribbon

- The Ribbon
- Tabs
- Groups
- Commands

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

- Introduction to the Backstage View
- Opening a Document
- New Documents and Word Templates
- Configuring Documents to Print
- Adding Your Name to Microsoft Word
- Adding Values to Document Properties
- Working with AutoSaved Versions of Documents

### Module 4: The Quick Access Toolbar

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands and Groups
- Placement

### Module 5: Formatting Microsoft Word Documents

- Selecting Text
- Selecting Fonts
- Working with Lists
- Inserting a Hyperlink in a Document
- Using Styles
- Using Themes
- Using the Ruler
- Setting Margins

### Module 6: Editing Documents

- Find
- Find and Replace
- Find and Replace Tips
- Appending Text to a Document
- Using the Clipboard

### Module 7: Finalizing Microsoft Word Documents

- Adding Page Numbers
- Headers and Footers
- Checking Spelling and Grammar

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

- Using Read Mode
- Object Zoom Feature

### Module 9: New Features in Word 2016

- Tell Me
- Smart Lookup

## ACTIVITIES INCLUDED

