55174: Intermediate Microsoft® Word 2016

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

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

Course Description

In this course, participants will learn advanced formatting, use Word 2016 drawing tools, create, and manage tables, and work with column layouts.

Target Audience

This course is intended for:

- Persons who have basic skills with Microsoft Word 2016 and want to learn intermediate-level skills.
- Persons who want to learn the topics covered in this course in the 2016 interface.

Prerequisites

To attend this course, candidates must have basic Microsoft Word skills or have completed the following course:

- *55173: Introduction to Microsoft Word 2016*

Course Objectives

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

- Use Word 2016's advanced editing tools.
- Work with images, including placing and sizing images, wrapping text around images, and using borders and effects.
- Adjust page orientation and layout.
- Work with columns.
- Work with page and section breaks.
- Understand document views, use the navigation pane, and view multiple windows.

Course Topics

Module 1: Advanced Formatting
- Shading and Borders
- Setting Line and Paragraph Spacing
- Changing Styles
- Paragraph Marks and Other Formatting Symbols

Module 2: Working with Tables
- Inserting a Table.
- Table Styles
- Formatting a Table

Module 3: Working with Images
- Inserting Images
- Placing and Sizing Images
- Wrapping Text around an Image
- Adjusting Images
- Borders and Effects

Module 4: Page Layout
- Orientation and Paper Size
- Working with Columns
- Advanced Formatting
- Working with Fields
- Page and Section Breaks

Module 5: Working with Illustrations
- Adding and Editing Charts
- Working with Clip Art
- Using Shapes
- Working with SmartArt
- Creating Captions
- Using Building Blocks

Module 6: Viewing Your Documents
- Document Views
- Using the Navigation Pane
- Multiple Windows

Module 7: New Features Since 2013
- Editing PDF Documents in Microsoft Word
- Using Live Layout and Alignment Guides

ACTIVITIES INCLUDED