



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Word 2016: Part 1 (Desktop/Office 365™)

Duration: 1 Day

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

Certification: : Microsoft Office Specialist (MOS) Word 2016 —
Exam:77-725

Course Description

Microsoft Word 2016 is designed to help persons move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, participants will learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Target Audience

This course is intended for:

- Persons who want to learn basic Word 2016 skills, such as creating, editing, and formatting documents, etc.

Prerequisites

To attend this course, candidates must have:

- Completed the Using Microsoft Windows® 10 course or have equivalent knowledge and skills.



Exam Details

Exam Code:	• 77-725
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice & Multi-Response

Course Objectives

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

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colours, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Course Topics

Module 1: Getting Started with Word

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customize the Word Environment



Course Topics *Continued*

Module 2: Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

Module 3: Working More Efficiently

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

Module 4: Managing Lists

- Sort a List
- Format a List

Module 5: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Module 6: Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Module 7: Controlling Page Appearance

- Apply a Page Border and Colour
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

Module 8: Preparing to Publish a Document

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats

ACTIVITIES INCLUDED