
Microsoft Word Level 1 – 2016

WORD 2016 CHAPTER 1: CREATING AND EDITING BUSINESS DOCUMENTS

- Elements of a Professional Business Letter
- Navigating in a Document
 - Navigating with the Scroll Bar
 - Keyboard Navigation Tips
- Entering Text
 - Showing and Hiding Formatting Marks
 - Spacing in Letters
 - Aligning Text Horizontally and Vertically
- Selecting Text
- Using Numbered and Bulleted Lists
- Editing Text
- Creating an Envelope
- Working with Views
- Saving Your Work in a Different Format
 - Document Files
 - PDF Files
 - Saving a Document for ATS Analysis
- Working with Print and Print Preview

WORD 2016 CHAPTER 2: TABLES

- Introducing Tables
 - Navigating and Selecting Data in a Table
- Modifying a Table
 - Inserting Rows and Columns
 - Merging/Splitting Cells and Aligning Data
 - Sizing Columns and Rows
- Formatting with Borders, Shading,
and Styles
- Sorting Data in a Table
- Using Templates
 - Saving Personal Templates

WORD 2016 CHAPTER 3: CREATING A BROCHURE

- Working with Shapes
 - Adding Text and Formatting Shapes
- Using WordArt and Inserting Pictures
 - Aligning Objects
- Using Text Boxes and Page Setup Options
 - Page Setup Options
- Working with SmartArt
 - Inserting SmartArt Text and Modifying an Image
 - Changing a SmartArt Style
- Formatting the Page Background
 - Adding Page Colors and Page Borders

WORD 2016 CHAPTER 4: CREATING REPORTS

- Creating a Business Report
 - Setting Margins
 - Indenting Text
- Setting Custom Tab Stops
 - Using the Ruler to Set Custom Tabs
 - Using the Tabs Dialog Box to Set Custom Tabs
- Formatting Text with Styles
 - Types of Styles
 - Collapsing Heading Topics
- Inserting Headers/Footers and Comments
 - Customizing AutoCorrect
- Arranging Text in Multiple Columns
 - Column Breaks and Section Breaks