

# Microsoft Word 2016 Introduction

**Duration:** 1 Day

This course has been designed for users who are new to Microsoft Word. The course covers the basic functionality of the application such that delegates feel confident in creating simple documents, for example letters, memos and reports.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## The Screen Layout

- The Ribbon
- The Quick Access Toolbar
- Backstage view

## Basic document processes

- Creating a new document
- Saving a document
- Retrieving a document
- Moving around a document
- Print preview
- Printing a document
- Viewing the document
- Using the mouse
- Using Tell me... and Smart Lookup

## Working with the Whole Document

- Spell check
- Thesaurus
- Page breaks
- Automatic page numbering
- Cut, copy and paste
- Changing page orientation
- Adjusting margins

## Working with Paragraphs

- Alignment
- Basic numbered paragraphs
- Line and paragraph spacing
- Basic Tab Key use

## Working with Text

- Typing text
- Deleting and inserting text
- Using undo and redo
- Bold, underline and italics
- Fonts and text sizes
- Text effects
- Changing case
- Changing the colour of text
- Highlighting text
- Quick Styles
- Format Painter
- Mini Toolbar

## File Management

- Viewing folders
- Creating folders
- Moving and copying files
- Deleting files