PuterCom
Corporate onsite Training

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Microsoft Word 2016 Level 1

Brief description & Course outline

This hands-on beginner's course aims to give the learner a sound grounding in the use of Microsoft Word 2016 to create everyday documents required either at work or at home. Particular emphasis is placed on developing accurate and well-designed documents. The course begins by showing the learner how to navigate around Microsoft Word 2016. It then quickly gets the learner to create a new document before moving onto features such as text manipulation and enhancement, creating and using tabs and tables, embellishing documents with clip art and pictures, creating multiple documents through merging and printing documents.

At the completion of this course you should be able to:

o   create a new document

o   work with a document

o   display documents using various views

o   select and work with text in a document

o   cut and copy information within and between documents

o   use a range of font formatting techniques

o   format paragraphs

o   work effectively with features that affect the page layout of your document

o   work with tabs

o   create and modify tables

o   insert and work with pictures in a Word document

o   use the Mail Merge Wizard to perform mail merges

o   print a document

o   obtain help for Word whenever you need it

o   create high quality document designs and layouts

This course assumes little or no knowledge of Microsoft Word 2016. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

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