

Course 55173A:

# Introduction to Microsoft Word 2016

 [Course details](#)

## Course Outline

### Module 1: Creating a Microsoft Word Document

This module explains how to get started creating Microsoft Word documents.

#### Lessons

- Starting a Microsoft Document
- Creating a Document
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document
- Exercise: Create a Microsoft Word Document

After completing this module, students will be able to:

- Start Microsoft Word.
- Create a Microsoft Word document.
- Save a Microsoft Word document.

- Understand the Status Bar.
- Close a Microsoft Word document.

## **Module 2: The Ribbon**

This module explains how to work with the Ribbon in Microsoft Word.

### **Lessons**

- The Ribbon
- Tabs
- Groups
- Commands
- Exercise: Exploring the Ribbon

After completing this module, students will be able to:

- Work with tabs.
- Work with groups.
- Work with commands
- Understand which groups and commands are found on which tabs.

## **Module 3: The Backstage View (The File Menu)**

This module explains how to work with the many features located in the Backstage view.

### **Lessons**

- Introduction to the Backstage View
- Opening a Document
- Exercise: Open a Document
- New Documents and Word Templates

- Exercise: Write a Thank You Letter Using a Template Letter
- Configuring Documents to Print
- Exercise: Print a Document
- Adding Your Name to Microsoft Word
- Adding Values to Document Properties
- Working with Autosaved Versions of Documents

After completing this module, students will be able to:

- Understand how to work with the Backstage view.
- Open a Microsoft Word Document.
- Start a new Microsoft Word document.
- Use Microsoft Word templates.
- Print a Microsoft Word document.
- Personalize their copy of Microsoft Word.

#### **Module 4: The Quick Access Toolbar**

This module explains how to work with the Quick Access Toolbar in Microsoft Word.

##### **Lessons**

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands and Groups
- Placement
- Exercise: Customize the Quick Access Toolbar

After completing this module, students will be able to:

- Customize the Quick Access Toolbar.

## **Module 5: Formatting Microsoft Word Documents**

This module explains how work with formatting in Microsoft Word.

### **Lessons**

- Selecting Text
- Selecting Fonts
- Exercise: Working with Fonts
- Working with Lists
- Exercise: Working with Lists
- Inserting a Hyperlink in a Document
- Exercise: Inserting a Hyperlink
- Using Styles
- Exercise: Applying and Creating Custom Styles
- Using Themes
- Using the Ruler
- Exercise: Using Tabs
- Setting Margins
- Exercise: Setting Margins

After completing this module, students will be able to:

- Add, remove, and change fonts in Microsoft Word documents.
- Work with lists.
- Add hyperlinks in a document.

- Apply styles in Microsoft Word documents.
- Use themes.
- Use the Ruler within Microsoft Word.
- Set margins within Microsoft Word.

## **Module 6: Editing Documents**

This module explains how to edit documents in Microsoft Word.

### **Lessons**

- Find
- Find and Replace
- Find and Replace Tips
- Appending Text to a Document
- Exercise: Using Find and Replace
- Using the Clipboard
- Exercise: Using the Clipboard

After completing this module, students will be able to:

- Locate information in your document using Find.
- Use Find and Replace to quickly replace words or phrases with other words or phrases.
- Use the Cut, Copy, Paste and Format Painter commands to edit documents.

## **Module 7: Finalizing Microsoft Word Documents**

This module explains how to use various features to finalize Microsoft Word documents.

### **Lessons**

- Adding Page Numbers

- ☐ Exercise: Adding Page Numbers
- ☐ Headers and Footers
- ☐ Exercise: Using Headers and Footers
- ☐ Checking Spelling and Grammar
- ☐ Exercise: Checking Spelling and Grammar

After completing this module, students will be able to:

- Add page numbers to a Microsoft Word document.
- Add and customize headers and footers.
- Find and correct spelling mistakes.
- Find and correct grammar mistakes.

### **Module 8: Microsoft Word New Features Since 2013**

This module explains how to use the Read Mode and the Object Zoom feature, which were new since 2013.

#### **Lessons**

- Using Read Mode
- Object Zoom Feature
- Exercise: Exploring the Read Mode and Object Zoom

After completing this module, students will be able to:

- Use Read Mode.
- Use the Object Zoom Feature

### **Module 9: New Features in Word 2016**

This module explains how to use the Tell Me and Smart Lookup features, new to 2016.

## Lessons

- Tell Me
- Smart Lookup
- Tell Me

After completing this module, students will be able to:

- Use the Tell Me feature
  - Use the Smart Lookup feature
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