



WALLAN AND DISTRICT

Word 2016 Training – Course 1- Basic

Overview

1. Open Word
 - a. From the Desktop
 - b. From the Start button
 - c. From a Word document
2. Screen layout
 - a. Ribbons
 - b. Rulers
 - c. Status Bar
 - i. Zoom
3. Ribbon layout
 - a. The sorts of things that are in each ribbon
 - b. Ribbon logic
4. Save and auto save
 - a. File naming
5. Save and close Word
6. Close Word and be prompted to save

Open, create, save or close a document

1. Open a document
2. Save a document
3. Close a document
4. Create a new blank document
5. Create a document from a template
6. File menu
 - a. Print
 - b. Properties

Editing – basics only

1. Home ribbon
 - a. Font
 - b. Paragraph
 - i. Alignment
 - c. Use of the Tab key
 - d. Format Painter
2. Layout ribbon
 - a. Orientation
 - b. Margins
 - c. Size
3. View ribbon
 - a. Read mode
 - b. Print layout
 - c. Web layout
 - d. Zoom
4. Help ribbon

- a. Help
- b. Show Training
- 5. Rulers
- 6. Status Bar - customise

Editing – A little more than basic

1. Home Ribbon

- a. Styles
 - i. What are they?
 - ii. Why use styles?
 - iii. Use of available styles.
 - iv. Create your own style
 - v. Styles are document specific
- b. Find
- c. Replace
 - i. Techniques in using replace
 - ii. Dangers of using replace
- d. Paragraph
 - i. Spacing
 - ii. Indentation
 - iii. Line and Page breaks
 - iv. Tabs

2. Insert ribbon

- a. Table
- b. Picture
 - i. Caption
- c. Symbols
- d. Text Box
- e. Quick Parts
- f. Links
 - i. Link
 - ii. Cross-reference
- g. Page break

3. Layout ribbon

- a. Breaks
 - i. Page
 - ii. Section
 - 1. What is a section?
 - 2. What is it used for?
 - 3. Changing things within each section will be covered later.
- b. Columns
- c. Breaks
 - i. Columns

4. View ribbon

- a. Switch windows
- b. Outline
- c. One Page / Multiple Pages

Word 2016 Training – Course 2- Intermediate

Editing – Intermediate

1. Home Ribbon
 - a. Styles
 - i. Amend existing styles
 1. What happens in the document?
 - ii. Create new styles
2. Insert ribbon
 - a. Header
 - b. Footer
 - c. Page Number
 - d. SmartArt
 - e. Chart
 - f. Screenshot
 - g. WordArt
 - h. Drop Cap
 - i. Signature line
 - j. Date & Time
 - k. Equations
3. Design ribbon
 - a. Watermark
 - b. Page colour
 - c. Page borders
4. Review ribbon
 - a. Word count
 - b. Thesaurus
 - c. Spelling & Grammar
 - d. Track Changes
 - i. Reviewing in a team
 - e. Comments
 - f. Accepting or rejecting changes
 - g. Compare
5. View ribbon
 - a. New window
 - b. Arrange all
 - c. Split

Word 2016 Training – Course 3- Advanced

Editing – Advanced

1. **References ribbon**
 - a. Table of Contents
 - b. Footnotes
 - c. Endnotes
 - d. Citations
 - e. Tables of Figures
 - f. Indexes
 - g. Table of Authorities
2. **Mailings ribbon**
 - a. Mail Merge
 - i. What is it?
 - ii. How is it done?
3. **View ribbon**
 - a. Macros