

Course Outline

Microsoft Word 2010-2013-2016

Course Description:

Discover the full features of Word! Learn tips & tricks for formatting documents, editing text, tables, and layout. Find out how to transform basic documents into professional reports, using themes, styles, and illustrations. Create forms, table of contents, and mail merges for your clients.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

Intro Level:

- ⇒ New Microsoft Office interface:
 - Using the File tab
 - The Ribbon
 - Tabs (Program tabs and Contextual tabs)
 - Quick Access toolbar (QAT)
 - Customizing
- ⇒ Formatting (Font, Paragraph, Bullets and Numbering)
- ⇒ Tabs
- ⇒ Tables, Columns
- ⇒ Illustrations – Basic (Pictures, ClipArt, Shapes, SmartArt, Charts) and Symbols
- ⇒ Page Layout
- ⇒ Header & Footers
- ⇒ Printing

Intermediate/Advanced Level:

- ⇒ Review of Intro Level and the new interface
- ⇒ Customizing Word Options (AutoCorrect)
- ⇒ Page Layout (Section Breaks, Proofing, and Protect Document)
- ⇒ Themes and Styles
- ⇒ Templates
- ⇒ Links (Hyperlink, Bookmark, Cross-reference)
- ⇒ Illustrations – Advanced
- ⇒ Table of Contents, Footnotes
- ⇒ Mailings (Merge letters, labels, envelopes)
- ⇒ Form Controls
- ⇒ Macro's

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