

St. Charles - MS Word 2016 Course Outlines

Level 1

- Typing Basics
- Navigating the Document
- Editing Text/Lines in a Document
- Saving
- Printing
- Closing a Document
- Starting a New Document
- Opening a File
- Working with Multiple Documents
- Indenting
- Zoom
- Selecting Text
- Making Font Style Changes
- Undo/Redo
- Alignment
- Copy, Cut and Paste
- Find/Replace
- Spelling and Grammar
- Thesaurus
- Changing the Margins
- Changing Paper Size/Orientation
- Page Breaks
- Print Preview
- Viewing Formatting Marks
- Accents
- Using Help
- Line Spacing
- Bulleted & Numbered Lists
- Tabs

Level 2

- Headers/Footers
- Footnotes/Endnotes
- Columns
- Section Breaks
- Views
- Toolbars
- Tables
- Using Excel in Word
- Table of Contents
- Index
- Mail Merge (Form Letters)

Level 3

- Using Clipart/Graphics
- Resizing/Moving Graphics
- Drawing Toolbar
- Cropping
- Drawing Simple Objects
- Callouts
- Creating Lines
- Fills
- Using WordArt
- Using the Text Box
- Editing Pieces of a Graphic
- Watermark
- Creating a Calendar
- Dividing a Page in Half
- Aligning Objects
- Distributing
- Flipping
- Using Macros
- Hyperlinks
- Saving As a Web Page

Level 4

- Text/Paragraph/Page Borders
- Shading
- Advanced Find and Replace
- Styles
- AutoCorrect/AutoText
- Templates
- Envelopes/Labels
- Charts
- Tracking Revisions
- Comments
- Master Documents and Sub Documents
- Locking Documents
- Bookmarks
- Window/Orphan Control
- Cross-Referencing
- Forms
- File/Folder Management
- Sending a File as an E-Mail
- Paste Special
- Sorting a List
- Character Effects