Module Title	:	Microsoft Word 2016 basic
Duration	:	1 Day

Class Overview

In this Introduction to Microsoft Word 2016 training class, students will create and edit basic documents. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Word 2016 worksheets.

Target Audience

Students who have little or no familiarity with Microsoft Word 2016 or more experienced Word users who want to learn the topics covered in this course in the 2016 interface.

Module 1: Get started with Word 2016

- Start Word
- Work in the Word user interface
- Identify app window elements
- Work with the ribbon and status bar
- Manage Office and app settings

Module 2: Create and manage documents

- Create documents
- Open and move around in documents
- Open existing documents
- Move around in documents
- Display different views of documents
- Display and edit file properties
- Save and close documents
- Manually save documents
- Automatically save documents
- Save documents in other formats
- Close documents

Module 3: Enter and edit text

- Enter and import text
- Move, copy, and delete text
- Find and replace text
- Use reference and research tools

Module 4: Finalize and distribute documents

- Locate and correct text errors
- Preview and adjust page layout

- Control what appears on each page
- Prepare documents for electronic distribution
- Print and send documents

Module 5: Customize options and the user interface

- Change default Word options
- Manage general Office and Word options
- Manage display options
- Manage proofing options
- Manage file saving options
- Manage language options
- Manage advanced options
- Customize the Quick Access Toolbar
- Customize the ribbon
- Manage add-ins and security options
- Manage add-ins
- Configure Trust Center options