Microsoft Word 2016

Level 1

InFocus Courseware

WATSONIA PUBLISHING

Product Code: INF1610 ISBN: 978-1-925349-81-8

❖ General Description

This hands-on beginner's course aims to give the learner a sound grounding in the use of ***Microsoft Word 2016*** to create everyday documents required either at work or at home. Particular emphasis is placed on developing accurate and well-designed documents. The course begins by showing the learner how to navigate around ***Microsoft Word 2016***. It then quickly gets the learner to create a new document before moving onto features such as text manipulation and enhancement, creating and using tabs and tables, embellishing documents with clip art and pictures, creating multiple documents through merging and printing documents.

❖ Learning Outcomes

At the completion of this course you should be able to:

- create a new document
- work with a document
- display documents using various views
- select and work with text in a document
- cut and copy information within and between documents
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- work with tabs
- create and modify tables
- insert and work with pictures in a ***Word*** document
- use the ***Mail Merge Wizard*** to perform mail merges
- print a document
- obtain help for ***Word*** whenever you need it
- create high quality document designs and layouts

❖ Prerequisites

This course assumes little or no knowledge of ***Microsoft Word 2016***. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

❖ Topic Sheets

170 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at ***www.watsoniapublishing.com***.

Product Information

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This information sheet was produced on Thursday, March 17, 2016 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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Resetting Pictures
Changing the Picture
Cropping a Picture
Deleting Pictures

Performing a Mail Merge

Understanding Mail Merge
Understanding the Mail Merge Process
Creating a Recipient List
Creating the Starting Document
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Printing Your Documents

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Pictures Tell a Story
The Tips and Traps of Writing