



Level 1

Product Code: INF1610

ISBN: 978-1-925349-15-3

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**.



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Contents

Your First Document

Creating Documents in Word
Typing Text
The Save As Place
The Save As Dialog Box
Saving a New Document on Your
Computer
Typing Numbers
Inserting a Date
Document Proofing
Checking Spelling and Grammar
Making Basic Changes
Saving an Existing Document
Printing a Document
Safely Closing a Document

Working With a Document

The Open Place
The Open Dialog Box
Opening an Existing Document
Navigating With the Keyboard
Scrolling Through a Document
Page Zooming
Viewing the Ruler
Showing Paragraph Marks
Counting Words

Viewing Documents

Viewing Multiple Pages
Splitting the Window
Opening a New Window
Understanding Document Views
Changing Document Views
Understanding Read Mode
Viewing a Document in Read Mode
Viewing Gridlines

Working With Text

Techniques for Selecting Text
Selecting Text Using the Mouse
Selecting Text Using the Keyboard
Editing Text in Insert Mode
Editing Text in Overtype Mode
Deleting Text
Using Undo
Using Redo
Understanding Find and Replace
Finding Words
Replacing Words

Using Go To

Cutting and Copying

Understanding Cutting and Copying Cutting and Pasting Copying and Pasting Drag and Drop Cutting Drag and Drop Copying Using the Clipboard Task Pane

Text Appearance

Understanding Font Formatting
Understanding Font Formatting Tools
Working With Live Preview
Changing Fonts
Changing Font Size
Increasing and Decreasing Font Size
Making Text Bold
Italicising Text
Underlining Text
Highlighting Text
Changing Case
Changing Text Colour
Using the Format Painter
Using the Font Dialog Box
Clearing Font Formatting

Working With Paragraphs

Understanding Paragraph Formatting Understanding Text Alignment Changing Text Alignments Changing Line Spacing Changing Paragraph Spacing **Indenting Paragraphs Outdenting Paragraphs** Starting a Bulleted List Adding Bullets to Existing Paragraphs **Removing Existing Bullets** Starting a Numbered List **Numbering Existing Paragraphs** Creating a Multilevel List **Removing Existing Numbers** Borders and Shading Dialog Box **Shading Paragraphs** Applying Borders to Paragraphs The Paragraph Dialog Box Indents and Spacing The Paragraph Dialog Box Line and Page Breaks

Using the Paragraph Dialog Box

Working With Pages

Changing Page Margins
Setting Custom Margins
Changing Page Orientation
Changing Paper Sizing
Setting Custom Paper Sizes
Inserting Page Breaks
Removing Page Breaks
Inserting Page Numbers
Formatting Page Numbers
Removing Page Numbers

Tabs

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Setting Tabs on the Ruler
Modifying Tabs on the Ruler
Setting Tabs in the Tabs Dialog Box
Setting Tab Leaders
Setting Bar Tabs
Setting Mixed Tabs
Removing Tabs

Tables

Understanding Tables
Creating a Table
Adding Data to a Table
Selecting in Tables Using the Ribbon
Selecting in Tables Using the Mouse
Inserting Columns and Rows
Deleting Columns and Rows
Changing Column Widths
Changing Row Heights
Autofitting Columns
Shading Cells
Modifying Borders
Adding Custom Borders
Choosing a Table Style

Pictures

Understanding Pictures
Understanding Online Pictures
Inserting a Picture
Inserting an Online Picture
Selecting Pictures
Positioning Pictures
Applying Text Wrapping Styles
Resizing a Picture
Applying Picture Styles to Pictures

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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
Starting the Mail Merge Wizard
Selecting a Recipient List
Inserting Mail Merge Fields
Previewing the Merged Documents
Completing the Merge

Printing Your Documents

Understanding Printing
Previewing Your Document
Quick Printing
Selecting a Printer
Printing the Current Page
Specifying a Range of Pages
Specifying the Number of Copies

Getting Help

Understanding How Help Works Using Tell Me Accessing the Help Window Navigating the Help Window Using Google to Get Help Printing a Help Topic

A Guide to Brilliant Documents

The Four Pillars of Great Design Perfect Page Layouts Make It Readable Pictures Tell a Story The Tips and Traps of Writing



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