Operate Word Processing Applications

Microsoft Word 2016

INFOCUS COURSEWARE

WATSONIA PUBLISHING

❖ **General Description**

The skills and knowledge acquired in Operate Word Processing Applications - Microsoft Word 2016 are sufficient to be able to operate word processing applications and perform basic operations, including creating and formatting documents, creating tables and printing documents. It applies to individuals in the workplace using fundamental knowledge of word-processing under direct supervision or with limited responsibility.

❖ **Learning Outcomes**

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

- identify and set up elements that constitute safe and healthy computer usage
- work with the basic features of **Word**
- create a new document
- work with a document
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- work with multiple documents
- apply styles and themes
- cut and copy information within and between documents
- insert headers and footers into a document
- save various kinds of documents
- create and modify tables
- insert and work with pictures in a **Word** document
- enhance and correct pictures
- print a document

❖ **Prerequisites**

Operate Word Processing Applications - Microsoft Word 2016 assumes little or no knowledge of Microsoft Word 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

130 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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Product Information

AUSTRALIAN MADE & OWNED

Operate Word Processing Applications
Microsoft Word 2016

INFOCUS COURSEWARE

WP: WATSONIA PUBLISHING

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AUSTRALIAN MADE & OWNED

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