



INFOCUS COURSEWARE

Operate Word Processing Applications

Microsoft Word 2016



Product Code: INF983

ISBN: 978-1-925873-11-5

❖ 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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47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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Contents

Applying WHS Practices

- Risks and Hazards in the Office
- Setting Up an Ergonomic Workstation
- Breaks and Exercises
- Ensuring a Healthy Work Environment

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- Starting Word From the Desktop
- Understanding the Start Screen
- Creating a New Blank Document
- The Word Screen
- How Microsoft Word 2016 Works
- Using the Ribbon
- Understanding the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Understanding the Quick Access Toolbar
- Exiting Safely From Word

Your First Document

- Creating Documents in Word
- Typing Text
- Saving a New Document on Your Computer
- Typing Numbers
- Inserting a Date
- Document Proofing
- Checking Spelling and Grammar
- Making Basic Changes
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- Safely Closing a Document
- Understanding Templates
- Using a Sample Template

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- Navigating With the Keyboard
- Scrolling Through a Document

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- Selecting Text Using the Mouse
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- Italicising Text
- Underlining Text
- Changing Text Colour
- Using the Format Painter

Working With Paragraphs

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- Understanding Styles
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- Applying Character Styles

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- Copying and Pasting
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- Understanding the Windows Filing Structure
- Understanding Naming Conventions
- Saving With a Different File Name

- Saving in a Different Location
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- Saving a Document as a PDF Document
- Saving a Document for the Web

Tables

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- Setting Tabs on the Ruler
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- Cropping Pictures Accurately
- Changing the Picture Layout

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- Understanding Printing
- Previewing Your Document
- Quick Printing
- Selecting a Printer
- Printing the Current Page



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Australia
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Specifying a Range of Pages
Specifying the Number of Copies
Printing a Sheet of Address Labels

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Australia
ABN 64 060 335 748

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info@watsoniapublishing.com
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