

# COURSE OVERVIEW

**Course Name:**  
Microsoft Word 2016:  
Level 1

**COURSE DURATION: 1 Day**

**Gauteng:**

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## COURSE OVERVIEW

Microsoft Word 2016 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you will learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

## COURSE OBJECTIVES

In this course, you will learn fundamental Word 2016 skills.

You will

- Navigate and perform common tasks in Word.
- Format text and paragraphs.
- Use tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document.
- Format the overall appearance of a page.
- Identify and correct problems with spelling, grammar, readability, and accessibility.

## COURSE OUTLINE

### Lesson 1: Getting Started with Word

- Topic A: Navigate in Microsoft Word
- Topic B: Create and Save Word Documents
- Topic C: Manage Your Workspace
- Topic D: Edit Documents
- Topic E: Preview and Print Documents
- Topic F: Customize the Word Environment

### Lesson 2: Formatting Text and Paragraphs

- Topic A: Apply Character Formatting
- Topic B: Control Paragraph Layout
- Topic C: Align Text Using Tabs
- Topic D: Display Text in Bulleted or Numbered Lists
- Topic E: Apply Borders and Shading

### Lesson 3: Working More Efficiently

- Topic A: Make Repetitive Edits
- Topic B: Apply Repetitive Formatting
- Topic C: Use Styles to Streamline Repetitive Formatting Tasks

### Lesson 4: Managing Lists

- Topic A: Sort a List
- Topic B: Format a List

### Lesson 5: Adding Tables

- Topic A: Insert a Table
- Topic B: Modify a Table
- Topic C: Format a Table
- Topic D: Convert Text to a Table

### Lesson 6: Inserting Graphic Objects

- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document

### Lesson 7: Controlling Page Appearance

- Topic A: Apply a Page Border and Colour
- Topic B: Add Headers and Footers
- Topic C: Control Page Layout
- Topic D: Add a Watermark

### Lesson 8: Preparing to Publish a Document

- Topic A: Check Spelling, Grammar, and Readability
- Topic B: Use Research Tools
- Topic C: Check Accessibility
- Topic D: Save a Document to Other Formats

