PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Word 2016 Introduction Training

5808 8521

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1.0 DAY COURSE

Microsoft Word is a word processing program designed for everyday tasks such as writing letters, updating your resume, and creating newsletters. Having the basic skills to use this program is a minimum requirement for new hires in most businesses.

The PD Training Microsoft Word 2016 Introduction Training Course provides you with comprehensive skills in each of the basic features of Word 2016, such as navigation, adding and formatting text, adding tables, inserting graphic objects, customising and more. This introductory training course teaches you how to use Word 2010 effortlessly to create, edit and save documents.

This fun and practical training course is available now throughout Hong Kong, including Central.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Microsoft Word 2016 is designed to cover the basic functions and features of Word 2016. After an introduction to Word's window components, participants will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, insert graphics and proofread documents.

Outcomes

Word 2016 Essentials Training Course is the fastest way to gain a comprehensive understanding of all basic features of Word 2016, and gain skills in using it expertly.
After completing this course, participants will have learned to:

- Use basic features such edit a document, navigate, select and modify text
- Edit formatting text and paragraphs

- Add tables
- Manage list such as renumbering and customising list
- Apply a Page Border and Colour
- Add a Watermark
- Add Headers and Footers
- Proof read a document by checking Spelling and Grammar and other proofing tools
- Customise the Word Interface
- Additional Save Options
- Manage Additional File Types

Modules

Lesson 1: Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

Lesson 2: Editing a Document

- Navigate and Select Text
- Modify Text
- Find and Replace Text

Lesson 3: Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

Lesson 4: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Lesson 5: Managing Lists

- Sort a List
- Renumber a List
- Customise a List

Lesson 6: Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Lesson 7: Controlling Page Appearance

- Apply a Page Border and Colour
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

Lesson 8: Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools
- Check Accessibility

Lesson 9: Customising the Word Environment

- Customise the Word Interface
- Additional Save Options
- Manage Additional File Types

Talk to our expert team

Phone: 5808 8521

Email: enquiries@pdtraining.com.hk