

## Information Technology and Computer Skills Training

# WORD 2016 - INTRODUCTION

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$125.00

### Course Content

Learners who attend this Introductory Level workshop will receive information to increase their proficiency in the following areas:

#### Lesson 1: Word Basics

- Starting Word
- The Word Environment
- Opening an Existing Document
- Entering Text into a Document
- Correcting Mistakes
- Navigating a Document
- Creating a New Document
- Saving a Document
- Moving Between Documents
- Setting Word Options
- Changing Document Views
- Hiding the Ribbon
- Using Tell Me to Obtain Help
- Closing a Document & Exiting Word

#### Lesson 2: Editing Text

- Selecting Text
- Copying & Pasting Text
- Cutting & Pasting Text
- Using Drag-and-Drop
- Using the Office Clipboard
- Finding Text Using the Navigation Pane
- Using Find & Replace
- Checking Spelling & Grammar
- Using the Thesaurus
- Inserting the Symbols
- Using Undo, Redo & Repeat
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#### Lesson 3: Formatting Text

- Using Formatting Tools
- Using the Font Dialog Box
- Using Format Painter
- Using Character Effects
- Using Text Effects
- Adding a Drop Cap
- Inserting the Date & Time

#### Lesson 4: Working with Paragraphs

- Adding Borders to a Paragraph
- Adding Shading to a Paragraph
- Aligning Text
- Adjusting Line Spacing
- Adjusting Spacing Between Paragraphs
- Indenting Paragraphs
- Setting Tabs with the Ruler
- Changing Tabs
- Setting Tabs Using the Tabs Dialog Box
- Creating a Bulleted List
- Creating a Numbered List
- Creating a Hanging Indent

#### Lesson 5: Working with Pages

- Creating a Header & Footer
- Modifying a Header & Footer
- Setting Margins
- Setting Page Orientation
- Setting Paper Size
- Inserting/Modifying Page Numbers
- Inserting & Removing Page Breaks
- Inserting a Watermark
- Jumping to a Specific Page

#### Lesson 6: Printing a Document

- Previewing a Document
- Setting Printer Options
- Printing an Envelope
- Printing Labels

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