

February 9-11-13: Microsoft Word 2016 Basic

Tuesday, Thursday & Saturday Evening Classes

5:00-7:00 PM Pacific, 6:00-8:00 PM MST, 8:00-10:00 PM Eastern Time

On Line Via Zoom (Link will be sent to registered participants)

Fee for this Three Evening Information Session is \$10.00

Participants will acquire basic knowledge on how to effectively use MS Word 2016

Course Outline

New Word 2016 Interface

- *Quick access ribbon toolbar*
- *Advanced tabs and customization of ribbon*

Getting Started with Word

- *Identify the Components of the Word Interface*
- *Help*
- *Editing a Document*
- *Navigate and Select Text*
- *Modify Text*
- *Find and Replace Text*

Understanding and working with documents

- *Creating and saving documents*
- *Creating headers and footers*

Formatting Text and Paragraphs

- *Apply Character Formatting*
- *Align Text Using Tabs*
- *Display Text as List Items*
- *Apply Borders and Shading*
- *Apply Styles*

Adding Tables

- *Insert, Modify, Format a Table and Convert Text to a Table*

Managing List

- *Sort and Renumber a List*
- *Insert Graphic Objects*
- *Insert Symbols and Special Characters*

Controlling Page Appearance

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

Proofing a Document

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

Templates

- *Creating and Using a Template*

Working with Styles

- *Creating, Applying, and Modifying Styles*
- *Using Building Blocks and Quick Parts*
- *Inserting Quick Parts*
- *Using the Building Blocks Organizer*
- *Saving Quick Parts*

Advanced Registration with Pre-Payment Required. Click on this link to Register

<https://iicanada.org/form/microsoft-word-basic>

For more information and to register E-mail: epb.crcprairies@iicanada.net

Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039

****Please visit the digital Al-Akbhar for more information****