



Word 2016 Level 1 Course Content

Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

Course Objectives:

- Understand the concepts of word processing and learn how to start and exit Microsoft Word, open, save, and close documents.
- Insert and delete text to edit a document and print the document and select different views.
- Change paragraph alignment, and move, copy, and replace text in a document.
- Enhance text appearance by changing character and paragraph formatting, and using Quick Styles.
- Use tab stops, change indents, apply bullets and numbering, and change line spacing to enhance document appearance.
- Use margins, page breaks, and headers and footers to enhance the page layout.
- Simplify proofreading of documents by checking spelling, enhance productivity by using AutoCorrect and AutoText, and streamline document creation by using templates.

This course is for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Office Word documents.

Course Content:

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| Getting Started with Word | Understanding Word Processing Concepts Getting Started Creating, Saving, Opening and Closing Documents |
| Using Word Basics | Editing Documents Printing and Viewing Documents |
| Modifying and Enhancing Text Appearance | Aligning text; Moving, Copying and Replacing Text Formatting Text; Special Purpose Text; Quick Styles |
| Modifying and Enhancing Paragraph Appearance | Using Tabs; Changing Tab Settings; Setting Indents Applying Bullets and Numbers Changing Paragraph Spacing |
| Controlling Page Layout | Changing Margins; Inserting Page Breaks Using Headers and Footers |
| Using Writing Tools | Checking Spelling in a Document Using Autocorrect, Autotext and Document Templates |