

## Word 2016 - Introduction and Basics

The Word 2016 - Introduction and Basics course covers topics included in the Microsoft Office Specialist (MOS) exam. You will learn how to create documents, open documents, and navigate between them. You will also use templates, save documents in other formats and modify Word options.

The estimated time to complete this course is 3 hours and 5 minutes.

### Word 2016 Introduction

#### Screen Components

- Starting Word
- Title Bar
- Backstage View
- Ribbons
- Ribbon Display Options
- Dialog Box Launchers
- Quick Access Toolbar
- Mini Toolbar
- Displaying Rulers
- Document Views
- Status Bar
- Spelling and Grammar Checker
- Using Zoom

#### Navigating Documents

- Navigating in Read Mode
- Navigation Pane in Read Mode
- Navigating in Print Layout View
- Navigation Pane in Print Layout
- Searching Documents for Objects
- Using the Go To Command

### Creating, Opening and Saving

#### Creating Documents and Text

- Creating New Documents
- Mouse Pointer Shapes
- Inserting Date and Time
- Aligning Click and Type Text
- Activating the Show Command
- Creating Paragraphs
- Inserting Line Breaks
- De-activating the Show Command
- Overtyping Mode
- Insert Mode
- Using Templates

#### Opening, Saving and Closing


- Opening Documents
- Recently Used Documents
- Using Search to Open Documents
- Moving Between Documents
- Saving Documents
- Using Save As
- Saving As PDF Documents
- Saving As Templates
- Saving Existing Files
- Closing Documents
- Quitting Word

If you require any further information please contact NYES:

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## Customising Word Settings

### Modifying Word Options


- Word Options
- General Options
- Display Options
- Proofing Options
- Save Options
- Language Options
- Advanced Options
- Customize Ribbon Options
- Quick Access Toolbar Options
- Add-Ins Options
- Trust Center Options

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