

Word 2016 - Objects and Printing

The Word 2016 - Objects and Printing course covers topics included in the Microsoft Office Specialist (MOS) exam 77-725. You will learn how to insert Building Blocks, WordArt, SmartArt, Text boxes and use Drawing Tools. You will also add Pictures, format pictures, apply Effects, add Alternative text, Document Properties and use Printing options.

The estimated time to complete this course is 3 hours and 9 minutes.

Building Blocks

Building Blocks

- Building Blocks
- Using Building Blocks
- Formatting Text Boxes
- Creating Building Blocks
- Saving with Templates
- Inserting Pages
- Building Blocks Organizer
- Creating Building Block Galleries
- Deleting Building Blocks
- Adding Building Block Galleries
- Using a Gallery Control

Shapes and Images

Drawing Tools

- Drawing Tools and Techniques
- Drawing Rectangles and Squares
- Using the Shape Fill List
- Using the Shape Outline List
- Adding Text to Shapes
- Drawing Ovals and Circles
- Adding Shapes
- Applying Shape Effects
- Flipping and Rotating Shapes
- Re-sizing Shapes
- Moving Shapes
- Changing Stack Order
- Deleting Shapes
- Selecting Multiple Shapes
- Grouping Shapes
- Applying Shape Styles

WordArt and SmartArt


- Illustrations
- Converting Text to WordArt
- Adding WordArt
- Positioning WordArt
- Resizing WordArt
- Adding SmartArt Graphics
- Creating Text Levels
- Promoting and Demoting Text
- Editing Text
- Closing the Text Pane
- SmartArt Styles and Colours
- Formatting SmartArt

If you require any further information please contact NYES:

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Pictures and Formatting

- Inserting Pictures
- Removing Picture Backgrounds
- Adding Alternative text
- Correcting Pictures
- Colour Settings
- Resetting Pictures
- Applying Effects
- Applying Picture Styles
- Apply Picture Effects
- Applying Borders
- Sizing Pictures
- Cropping Pictures
- Compressing Pictures
- Rotating Pictures
- Cropping to Shapes
- Wrapping Text
- Inserting Screen Shots

Properties and Printing

Properties and Printing


- Document Properties
- Adding Properties
- Check for Issues
- Inspecting Documents
- Checking Accessibility
- Checking Compatibility
- Layout Commands
- Print Place
- Print Settings
- Setting Print Scaling
- Selecting Printers
- Printing Documents

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