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MICROSOFT

Microsoft Word 2016 Introduction Training

Course Overview

This 1-day, instructor-led course is designed to teach you about the tools and features of Microsoft Word 2016. You will learn how to:

- Create documents
- Format text
- Insert pictures, headers and footers
- Create and format tables

Course Outline

Fundamentals

- Getting around
- Creating documents
- Document views

Formatting

- Formatting characters
- Formatting paragraphs
- Quick Styles
- Making lists

Document setup

- Page layout
- Proofing documents
- Printing, headers, and footers



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- Templates

Graphics

- Inserting pictures
- Formatting pictures
- Picture layout

Tables

- Creating tables
- Formatting tables

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Included in this **Microsoft Word 2016 Introduction Training**

- %day% instructor-led training
- Microsoft Word 2016 Introduction Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*