

[View Full Course Details including Latest Schedule Online](#)

MICROSOFT

# Microsoft Word 2016 Introduction Training

**BONUS! Cyber Phoenix Subscription Included:** All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

## 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

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

## Program Level

Basic

## Training Delivery Methods

Group Live



**PhoenixTS**

301-258-8200 | [Sales@PhoenixTS.com](mailto:Sales@PhoenixTS.com) | [www.PhoenixTS.com](http://www.PhoenixTS.com)

## **Duration**

1 Days / 8 hours Training

## **CPE credits**

6 NASBA CPE Credits

## **Field of Study**

Information Technology

## **Advanced Prep**

N/A

## **Course Registration**

Candidates can choose to register for the course by via any of the below methods:

- Email: [Sales@phoenixts.com](mailto:Sales@phoenixts.com)
- Phone: 301-582-8200
- Website: [www.phoenixts.com](http://www.phoenixts.com)

Upon registration completion candidates are sent an automated course registration email that includes attachments with specific information on the class and location as well as pre-course study and test preparation material approved by the course vendor. The text of the email contains a registration confirmation as well as the location, date, time and contact person of the class.

Online enrolment closes three days before course start date.

On the first day of class, candidates are provided with instructions to register with the exam provider before the exam date.

## **Complaint Resolution Policy**

To view our complete Complaint Resolution Policy policy please click here: [Complaint Resolution Policy](#)



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## Refunds and Cancellations

To view our complete Refund and Cancellation policy please click here: [Refund and Cancellation Policy](#)

## 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
- Templates

### Graphics

- Inserting pictures
- Formatting pictures
- Picture layout

### Tables

- Creating tables
- Formatting tables



# PhoenixTS

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: [www.nasbaregistry.org](http://www.nasbaregistry.org)

Starting at **\$299**

## ATTENTION

For GSA pricing or Contractor quotes call  
301-258-8200 - Option 2.

# GSA



### Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

### 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\*