

Document Generated: 11/15/2024

Learning Style: On Demand

Provider: Microsoft

Difficulty: Intermediate

Course Duration: 4 Hours

Word 2016 Intermediate - Part 1



About this Course:

Microsoft Word is the most popular word processing application. This course is designed to give you the essential skills to optimize your documents efficiently. Our Microsoft Word experts give you hands-on experience on how to use all the features that come with this powerful word processing tool.

Audience:

- Anyone who would like to create tables and charts in Word documents use formatting to create table of contents, cover pages, and practice using features that speed up your work in this application. Knowledge of Word

Introduction concepts is a plus, but not required.

Prerequisites:

- Have a beginner level knowledge of Microsoft Word 2016

Course Outline:

- Introduction
- Tab Stops via Ruler
- Tab Stops via Dialog Launcher
- Converting Tabs to Tables
- Creating New Tables
- Formatting Tables
- Sorting Tables
- Calculating in Tables
- Paragraph Styles
- Applying Paragraph Styles
- Character and Linked Styles
- Modifying or Deleting Styles
- Using the Navigation Pane to Outline Documents

Credly Badge:



Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)