Microsoft Word 2016 Basics

Microsoft® Word 2016 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

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## Lesson 1: Getting Started with Word

Topic A: Identify the Components of the Word Interface

Topic B: Create a Word Document

Topic C: Help

## Lesson 2: Editing a Document

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Topic B: Modify Text

Topic C: Find and Replace Text

## Lesson 3: Formatting Text and Paragraphs

Topic A: Apply Character Formatting

Topic B: Align Text Using Tabs

Topic C: Display Text as List Items

Topic D: Control Paragraph Layout

Topic E: Apply Borders and Shading

Topic F: Apply Styles

Topic G: Manage Formatting

## Lesson 4: Adding Tables

Topic A: Insert a Table

Topic B: Modify a Table

Topic C: Format a Table

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Topic C: Customize a List

## Lesson 6: Inserting Graphic Objects

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Topic B: Add a Watermark

Topic C: Add Headers and Footers

Topic D: Control Page Layout

## Lesson 8: Proofing a Document

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Topic B: Other Proofing Tools

Topic C: Check Accessibility

## Lesson 9: Customizing the Word Environment

Topic A: Customize the Word Interface

Topic B: Additional Save Options