



CHUA CHU KANG COMMUNITY CLUB IT Centre

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Skillsfuture@PA Microsoft Word 2016 Basic and Intermediate

Getting Started

- What is new in Word 2016
- Starting Microsoft Word 2016
- The Microsoft Word 2016 Interface
- File Ribbon Tabs
- Microsoft Office Quick Access Bar
- The Ribbon
- Tell me what you want to do (New!)

Working with New Documents

- Create a New Document
- Opening an Existing Document
- Saving a documents
- Renaming Documents
- Working with Multiple Documents
- Document View –Read Mode, Print Layout, Web Layout, Outline and Draft
- Close a Document

Editing Documents

- Typing and Inserting Text
- Selecting text
- Inserting Additional text
- Rearranging Blocks of Text
- Deleting Blocks of Text
- Cutting, Copying and Pasting Text
- Undo / Redo Changes

Formatting Text

- Applying Styles
- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formatting
- Clear Formatting

Formatting Pages

- Page Margins and Orientations
- Apply a Page Border and Color
- Creating Header and Footer
- Create a Page Break
- Controlling Where the Page Breaks

Formatting Pages

- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Creating Styles
 - Creating New Styles
 - New Quick Style
 - Style Inspector
- Change Spacing Between Paragraphs and Lines
- Bulleted and Numbered Lists

Tables

- Creating a Table
- Enter Data in a Table
- Working with Table
- To Adjust the Width of a Column
- Adjusting Row Height

- Modify the Table Structure and Format a Table
- Working with Table Mini Toolbar
- Border Painter
- Creating Table Formulas
- Formula to a Cell
- Resizing, Moving and Positioning a Table

Proofing and Printing Documents

- Spelling and Grammar
- Thesaurus
- Previewing and printing a document

Working with Columns

- To add columns to a documents
- To Use Different Column Formatting on the Same Page

Working with Graphics and Objects

- Symbols and Special Characters
- Equations
- Illustrations, Pictures, Online Picture and Video (New!) and Shapes
- Wrapping Text –Layout Options
- Watermarks
- Working with WordArts