

JEWISH FAMILY SERVICE OF GREATER DALLAS | CAREER AND FINANCIAL SERVICES
MS Office Objectives (Webinar Presentation)

Word 2016

The objective of this course is to introduce concepts of MS Word 2016. It's designed for those who are new to MS Word, or want to improve their understanding and efficiency using the program.

1. Day One – Working With MS Word

a. MS Word 2016 Interface

i. Title Bar

1. Quick Access
2. File Name
3. Window Management

ii. Ribbon

1. Tabs

a. Backstage

i. File Management Commands

2. Groups
3. Commands (right vs left click)
4. Dialog Box Launcher
5. Hiding the ribbon

iii. Status Bar

1. Shortcuts
2. Zoom

iv. Help Option

2. Day Two – Create and Manage Documents

a. Templates

b. Moving around in a document

i. Margins

c. Document Views

- d. Ruler
- e. Save vs. Save As
- f. File Types

3. *Day Three – Enter/Edit Text*

- a. Entering text
- b. Manipulate Text (cut, copy, paste)
 - i. Mouse Clicks (3 types)
 - ii. Undo/Redo
 - iii. Navigation Pane
 - iv. Find/Replace
 - v. Document Statistics

4. *Day Four – Modify Text Structure and Appearance*

- a. Paragraph Formatting
 - i. Alignment
 - ii. Vertical Spacing
 - iii. Indents
- b. Manually Structure Text
 - i. Hidden Text
 - ii. Tab Stops
 - 1. Set
 - 2. Align
 - iii. Text Formatting
 - 1. Size
 - 2. Style
 - 3. Effects
 - iv. Lists
 - 1. Bullet points
 - 2. Numbered

5. *Day Five – Tables*

- a. Concept/Terminology
- b. Create a table
 - i. New table
 - ii. Using Existing Data
- c. Moving around in a table
- d. Formulas
- e. Formatting
- f. Identify program window and ribbon elements