

## Word 2016 Advanced

**Length:** 1 Day

**Summary:** This course you will learn: how to use advanced editing tools, use reviewing features and different views, utilize the search and replace tools in Word, learn to use and modify tables in documents, and work with columns.

**Who Should Attend:** Microsoft Word 2016 combines a powerful word processing application with the user-friendly atmosphere of Windows. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

**Experience Needed:** Delegates should have an understanding of any of the following operating systems: Windows 7, Windows 8, Windows Server 2008 R2, or Windows Server 2012.

### COURSE CONTENT

#### REVIEWING DOCUMENTS

- Sorting
- Merging
- Protect Document

#### WORKING WITH FORMULAS, WORKSHEETS, AND CHARTS

- Calculating in Tables
- Using Formulas
- Using Worksheets
- Creating and Modifying Worksheets
- Embedding Existing Excel Worksheets
- Working with Charts
- Importing and Copying Data into a Datasheet

#### USING TABLES

- Recording and Running Macros
- Managing Macros
- Deleting Macros

#### WORKING WITH COLUMNS

- Working with Graphics
- Modifying Graphics
- Positioning and Deleting Graphics
- Using advanced Enhancement Techniques
- Inserting Specials Characters
- Inserting Watermarks
- Formatting First Pages

#### REVIEWING DOCUMENTS

- About saving versions of a document
- Document Compare
- Tracking Changes
- Shares workspace
- WordArt

#### APPENDIX A: NEW FEATURES IN WORD 2016

- Compatibility
- The Office 2016 Interface
- The Word Screen
- The Ribbon
- Dialogue box launchers
- Contextual Tabs
- Customize the Ribbon
- The Mini toolbar
- The Quick Access Toolbar
- Using the keyboard (Key Tips in v2016)
- Other New Features In Word 2016
- File Menu Options
- Screen Views and Document Navigation
- New Graphics features
- Sharing Documents
- Tracking
- Touch Access
- Tell Me Feature
- Working Together
- Insights
- Ink Equations