

Document Generated: 12/08/2025

Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 10 Hours

Word 2016 Beginner - Part 1



About this course:

Beginners will learn the kind of basics that all computer users should know. If you already work with Microsoft Word, this course also offers a deeper look at the features and functionality of the program.

Audience:

- Word is for anyone who writes. It's used by students, CEO's, and everyone in between

Prerequisite:

- There are no prerequisites required for this course

Course Outline:

- Introduction
- QA Toolbar
- The Ribbon
- Backstage View and Status Bar
- Entering Text
- Saving Into New Folders
- Showing Pilcrows and Opening Files
- Save As
- Navigating and Selecting
- Editing, Saving, Closing, and Resuming
- Formatting Paragraphs
- Cutting, Copying, and Pasting
- Numbering and Bullets
- Document Themes