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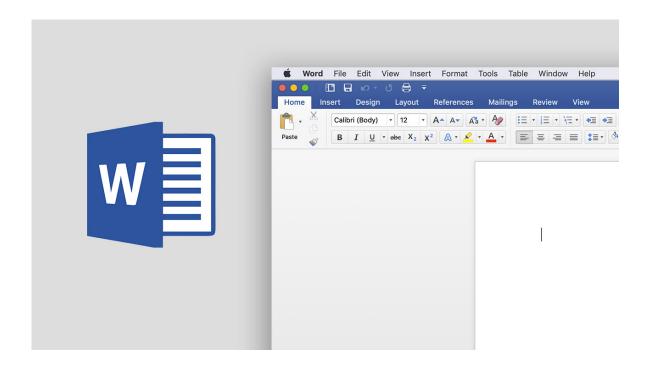
Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 10 Hours

Word 2016 Beginner - Part 2

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:

- **Page Breaks**
- **Margins**
- **Section Breaks**
- **Separate Headers for Separate Sections**
- **Footers**
- **Saving Footers for Later**
- **Inserting Cover Pages**
- **Proofing Tools - Part 1**
- **Proofing Tools - Part 2**
- **Find and Replace**
- **Using Built-In Templates**
- **Creating Templates**
- **Sending Documents by Email**
- **Printing Documents**
- **Printing Envelopes**
- **Printing Mailing Labels**