

Microsoft Office Word 2016 / 365: Part 1

Lesson 1: Getting Started with Word

- A: Navigate in Microsoft Word
- B: Create and Save Word Documents
- C: Manage Your Workspace
- D: Edit Documents
- E: Preview and Print Documents
- F: Customize the Word Environment

Lesson 2: Formatting Text and Paragraphs

- A: Apply Character Formatting
- B: Control Paragraph Layout
- C: Align Text Using Tabs
- D: Display Text in Bulleted or Numbered Lists
- E: Apply Borders and Shading

Lesson 3: Working More Efficiently

- A: Make Repetitive Edits
- B: Apply Repetitive Formatting
- C: Use Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

- A: Sort a List
- B: Format a List

Lesson 5: Adding Tables

- A: Insert a Table
- B: Modify a Table
- C: Format a Table
- D: Convert Text to a Table

Lesson 6: Inserting Graphic Objects

- A: Insert Symbols and Special Characters
- B: Add Images to a Document

Lesson 7: Controlling Page Appearance

- A: Apply a Page Border and Color
- B: Add Headers and Footers
- C: Control Page Layout
- D: Add a Watermark

Lesson 8: Preparing to Publish a Document

- A: Check Spelling, Grammar, and Readability
- B: Use Research Tools
- C: Check Accessibility
- D: Save a Document to Other Formats