



Microsoft Word 2016 Level 1

Make professional-looking documents with Microsoft Word's rich features and powerful tools. Topics include creating and saving documents; cutting, pasting and formatting text; formatting paragraphs; using different document views; using Quick Styles and themes; creating bulleted and numbered lists; inserting and formatting pictures and tables; proofing; inserting headers and footers; printing; and creating templates.

Who Should Take This Course?

This course is for individuals who wish to learn the basic operations of Microsoft Word to perform their day-to-day responsibilities and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Word 2016.

Course Objectives

- Create and save documents; cut and paste text; and use different document views
- Format characters and paragraphs; use styles, Quick Styles and themes; and create bulleted and numbered lists
- Set-up page layout; set tab stops; use headers and footers; and apply templates
- Insert, format and lay out pictures
- Insert and format tables

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Basic computer skills, including Microsoft Windows proficiency

Course Content

Create and save documents; cut and paste text; and use different document views

- Explore the Word interface, Backstage view, and open and close documents
- Create blank documents; save, cut and paste text; and undo actions
- Change the view of a document; split the document window; view documents side by side; zoom in and out; and switch between open documents



Format characters and paragraphs; use styles, Quick Styles and themes; and create bulleted and numbered lists

- Format characters by using the ribbon, and copy formatting using Format Painter
- Change paragraph attributes such as indents and line spacing; control indents; and set and use various kinds of tab stops
- Understand the difference between character and paragraph styles; use Quick Styles to quickly format your documents; control the appearance of styles by using themes; and clear formatting
- Create bulleted and numbered lists; promote or demote items in a list; and control number format and bullet characters

Set up page layout; set tab stops; use headers and footers; and apply templates

- Change page layout options, such as margins, page and line breaks, and hyphenation; create and control column layouts; insert new sections; and show section numbers
- Use automatic spell checking or the Grammar and Spelling panes to proof documents; use AutoCorrect; and create an AutoCorrect entry
- Print documents; control print settings; add and control headers and footers; insert page numbers and dates in headers and footers; and use different first page or even and odd page headers and footers
- Use online templates, and create your own templates based on documents

Insert, format and lay out pictures

- Insert pictures, screenshots and online images in your documents
- Adjust picture settings; add effects; apply picture styles; compress pictures; and use the Format Picture pane to control various aspects of pictures and to add alternative text
- Change picture size and position; wrap text around graphics; and add captions

Insert and format tables

- Insert simple tables and quick tables; draw tables; and convert text into a table
- Format a table by resizing, manipulating rows and columns, defining a header rows and sorting table data

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.



Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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