



## Microsoft Word 2016 Level 1 Training Syllabus

Creating and Editing Business Documents  
Elements of a Professional Business Letter  
Navigating in a Document  
Entering Text  
Showing and Hiding Formatting Marks  
Aligning Text Horizontally and Vertically  
Selecting Text  
Using Numbered and Bulleted Lists  
Creating an Envelope  
Working with Views  
Saving Your Work in a Different Format  
Saving a Document for ATS Analysis  
Working with Print and Print Preview  
Creating a Résumé in a Table  
Introducing Tables  
Sorting Data in a Table  
Using Templates  
Creating a Promotional Brochure  
Working with Shapes  
Using WordArt and Inserting Pictures  
Aligning Objects  
Using Text Boxes and Page Setup Options  
Page Setup Options  
Working with SmartArt  
Formatting the Page Background  
Adding Page Colors and Page Borders  
Creating a Business Report  
Setting Margins  
Indenting Text  
Setting Tab Stops  
Formatting Text with Styles  
Collapsing Heading Topics  
Inserting Headers/Footers and Comments  
Arranging Text in Multiple Columns  
Writing a Research Paper  
Working with Footnotes, Endnotes, and Citations  
Working with Bibliographies  
Inserting Captions and a Table of Figures  
Using Track Changes  
Reviewing Tracked Changes