



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