

Microsoft Word 2016

Basic to Intermediate



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

In Microsoft Word is used in daily activities and work, it has evolved to become the most common medium for written communication. These days knowing how to use Microsoft Word is not sufficient, you need to use it efficiently to stand out.

In this 2 day introductory course, you will learn the ins and outs of electronic word processing in an easy, relaxing and enjoyable way. Microsoft Word 2016 is designed to increased productivity through the task of creating professional looking documents. Its rich features and powerful tools can make your work easy and showcase your professionalism when done correctly.

This course is intended for users who want to learn fundamental MS Word 2016. Covering aspects such as creating, editing, and formatting documents, inserting simple tables and creating lists, and using a variety of techniques for improving the appearance and accuracy of your document content and presentation.

You will be exposed to ample hands-on practice throughout the course to ensure you understand and know how to apply the features taught in our Microsoft Word 2016 Basic to Intermediate course.

This Course is For

Learners with zero to little knowledge of using Microsoft Word 2016.

Public Sector: Division 1, 2, 3 & 4

Private Sector: Applicable to All

Duration

2 Days (14 hours)

Course Fee (after GST)

\$\$342.40

Check the website for up-to-date course details and pricing

Eligible for

✓ SkillsFuture Credit ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0041744**



Complimentary refreshment will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam! Ample hands on practice to master lessons taught.



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

Online Sign Up via our website here

Via HRMS-2 / ACE System*

Call Us 6423-1183

For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKWBX6 and Course Date. Be sure to inform them that the Training Provider is **Oaks Training***

Supported by:



SkillsConnect SDF Approved Course

Course Outline

Exploring and Starting Word

- Starting Microsoft Word 2016
- Customise Quick Access Toolbar
- Working with Different Views
- Introducing Backstage View
- Moving around a Document
- Navigate & Search Heading in a Document
- Activate the Navigation Pane
- Browse by Headings/Thumbnail
- Browse the Results from your Current Search
- Create a New Document
- Save a New Document/Existing Document
- Open an Existing Document/Recent Document
- Set Default Fonts
- Change the Page Margin/Paper Size
- Working with a Template
- Preview & Print a Document

Editing and Proofreading a Document

- Insert or Delete Text
- Copy or Move Text
- Undo and Redo
- Insert Date and Time
- Find and Replace
- Replace Word Using the Thesaurus
- Getting Definitions and Synonyms
- Check Spelling and Grammar
- Translate a Word, Phrase or Document

Formatting the Document

- Format Character Manually
- Apply Visual Effects to Text
- Format Paragraph Manually
- Alignment of Paragraph on a Page
- Paragraph Line Spacing
- Add Shading and Border
- Indent Paragraph
- Format the First Letter of a Paragraph
- Bullet and Numbering
- Apply New Numbering Format
- Multilevel List
- Set Tab Stops
- Copy Format
- Clear all Text Formatting
- Styles

Changing Page Layout

- Insert/Delete a Cover Page
- Add/Remove a Watermark
- Change/Remove a Document Background Colour
- Insert a Page Break/Section Break
- Insert a Header or Footer
- Insert a Custom Header or Footer
- Setting Different First Page Header and Footer
- Setting Different Section Header and Footer
- Remove the Header or Footer
- Change the Page Number

Columns and Tables

- Split Text into Columns
- Changing the Column Width
- Table Layout
- Create a Table using the Table Menu
- Use Table Styles to Format an Entire Table
- Add Preset/Custom Table Borders
- Remove Table Borders from the Whole Table
- Table Gridlines
- Add/Delete a Cell, Row or Column
- Merge or Spilt Cells
- Repeat a Table Heading
- Perform Calculation in Table

Working with Graphics, Symbols

- Insert/Resize/Rotate a Picture
- Insert an Online Picture
- Insert Screenshot
- Format a Picture
- Using WordArt to insert Fancy Text
- Position Graphic on the Page
- Insert Symbol

Course Track

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Basic to Intermediate

Advanced