

PRODUCT INFORMATION

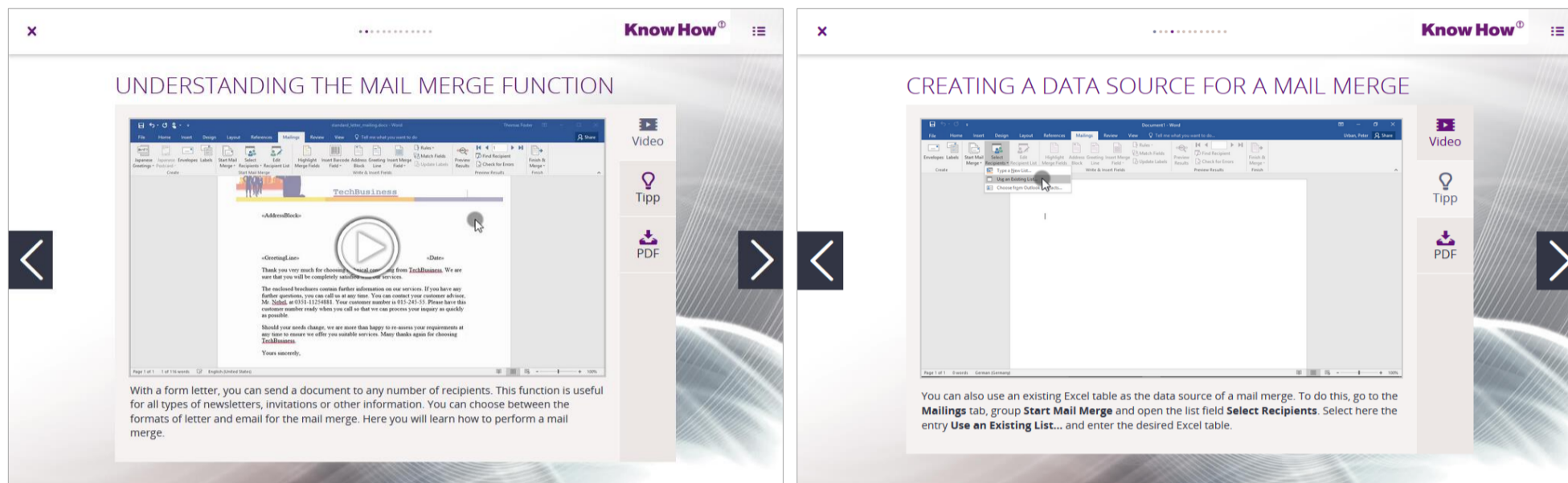
WBT WORD 2016 BASIC

WHAT DOES THIS COURSE OFFER YOU?

This course provides basic knowledge on using Microsoft Word 2016. Individual functions are explained on the basis of Video Nuggets and usage reinforced through exercises. Prerequisite for the course is basic knowledge in using Microsoft Office.

Learning time: 5,50 hours

Languages: German, English, Chinese



Summary

| Chapter | Section | Nuggets |
|----------------------------|-----------------------------|---|
| Setting up a document | Page layout | Change view |
| | | Changing the orientation |
| | | Mixing portrait and landscape formats |
| | | Defining custom margins |
| | | |
| | Header an footer | Create header |
| | | Editing headers and footers |
| | | Header and footer: First page different |
| | | Unlinking Headers and Footers |
| | | Instering document names into footer |
| | | Inserting page numbers |
| | Paragraphs and tabs | Inserting a page break |
| | | Inserting a section break |
| | | Using continuous section breaks |
| | | Inserting a hard line break |
| Creating a soft line break | | |
| Entering and editing text | Editing text | Showing formatting marks |
| | | Changing the text direction |
| | | Inserting a link |
| | | Automatic numbering |
| | | Manual hyphenation |
| | | Hyphenation options |
| | | |
| | Copying formatting | Applying formatting a single time |
| | | Applying formatting multiple times |
| | | Copying paragraph formatting |
| | Using and editing styles | Using Quick Styles |
| | | Assigning styles |
| | | Formatting headings with styles |
| | | Formatting paragraphs: Assigning styles |
| | | Formatting characters: Assigning styles |
| | | Renaming templates styles |
| | | Editing styles |
| | Numbered and bulleted lists | Generating a bulleted list |
| | | Create a bulleted list with indentation |
| | | Defining a new number format |
| | | Defining a new bullet |
| | | Changing the list level |
| Aligning text | Aligning text | |
| | Splitting text into columns | |
| | Setting line spacing | |

| | | |
|-------------------------------------|---|---|
| | | Indenting a paragraph |
| | | Changing text to superscript |
| | | Formatting text as subscript |
| | | Controlling text flow around a picture |
| | Quickly formatting text | Changing the font and font size |
| | Underlining text in color | |
| | Deleting formatting | |
| | Formatting text in capital letters | |
| | Corrections and printing | Checking spelling and grammar |
| | Changing spelling and grammar | |
| Ignoring spelling and grammar check | | |
| Using Quick Print | | |
| Printing a specific range | | |
| Tables | Creating tables | Creating tables |
| | | Converting text into a table |
| | | Structuring tables with styles |
| | | Inserting a Quick Table |
| | | Inserting an existing Excel table |
| | | Automatically repeating a line heading |
| | Editing tables | Inserting rows/columns in tables |
| | | Merging cells |
| | | Splitting cells |
| | | Evenly space rows/columns |
| | | Automatically repeating a line heading |
| | Formatting tables | Changing rows and columns with the mouse cursor |
| | | Changing the column width in tables |
| | | Removing border lines from tables |
| | | Text alignment in a table |
| Changing the field color in a table | | |
| Settings for borders and shading | | |
| Form letters | Creating a form letter | Understanding the mail merge function |
| | | Inserting a name field |
| | | Creating a data source for a mail merge |
| | | Starting a mail merge |
| | | Starting the Mail Merge wizard |
| | | Linking a data source for a mail merge |
| | | Importing addresses from an address book |
| | | Inserting address blocks into form letters |
| | | Displaying a preview of the results |
| | | Inserting the data and time |
| | | Finalizing a form letter |
| | Form letter with controlled page breaks | |
| | Creating form letter | |
| | Creating labels | |
| | Printing letter envelopes | |
| | | |
| | 4 Chapter | 15 Section |