Microsoft Word 2016, Part 1 of 5: Get Acquainted with the Environment

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Word is assumed.

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Course description: Microsoft Word continues to evolve from its humble origins into a platform capable of creating visually-stimulating and professional-looking documents. Productivity expert LeeAnne McManus will teach you how to navigate the program with ease and create everything from brochures, flyers and newsletters to blogs, resumes and business reports.

Course outline:

Introduction
- Introduction
- Audience
- Description of Word 2016
- Documents
- Learning to Navigate the Interface
- Navigating the Ribbon Tabs
- Demo: Ribbon Tabs
- Summary

Quick Access Toolbar
- Introduction
- The Quick Access Toolbar
- Demo: Quick Access Toolbar
- Demo: Customization
- Summary

Contextual Ribbon Tabs
- Introduction
- Contextual Ribbon Tabs
- Demo: Image Contextual Tabs
- Demo: SmartArt Contextual Tabs
- Summary

Status Bar, Changed Views, and Sign-in
- Introduction
- Status Bar
- Demo: Status Bar
- Demo: Zoom and Capslock
- Sign into Office 365
- Demo: Sign into Office 365
- Summary

Drop-Downs, Dialogs & Galleries
- Introduction
- Understanding Drop-Downs
- Opening a Dialog Box
- Expanding Galleries
- Demo: Drop-Downs
- Demo: Dialog Boxes
- Demo: Galleries
- Summary

Getting Started Backstage
- Introduction
- Accessing the Backstage
- Start New or with a Template
- Search for a Template
- Demo: Backstage
- Demo: Templates
- Summary

Opening, Sharing, and Saving Files
- Introduction
- Opening Recent Files/Locations
- Pin Files
- Location Examples
- Demo: Opening Files
- Save and Save As
- Document Title Page and Compatibility
- Converting Files and Exporting
- Share Options
- Demo: Saving
- Demo: Save As
- Demo: Export and Share
- Summary

Account Information
- Introduction
- Account & Product Information
- Demo: Account Information
- Summary

Customizing the Environment
- Introduction
- Customizing the Environment
- Show or Hide the Ribbon
- Customize the Ribbon
- Customize the QAT
- Demo: Show or Hide the Ribbon
- Demo: Customize the Ribbon
- Demo: Adding Commands
- Demo: Customize QAT
- Demo: Export Customization
- Demo: More Settings
- Summary