# Microsoft Word 2016, Part 2 of 5: Selecting, Searching and Formatting



**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:** Even longtime users of Word may have challenges selecting and formatting content in light of the extensive changes made to the user interface. In this course, Leeanne McManus will focus on how to format and search for content in Word.

**Course outline:**

**Selecting Text**
- Introduction
- Quickly Selecting Text
- Selecting Text Around Margins
- Using the Clipboard
- Demo: Selecting Text
- Demo: The Clipboard
- Demo: Format Painter
- Summary

**Select, Edit, and Modify Content**
- Introduction
- Select, Edit & Modify Content
- Mini Toolbar Formatting
- Quick Clicks, Fast Modifying
- Quick Preview
- Demo: Mini Toolbar
- Demo: Quick Clicks & Previews
- Summary

**Search and Replace Text**
- Introduction
- Searching & Replacing Content
- Using Find
- Navigation Pane
- Using Replace and Go-To
- The Select Feature
- Demo: Navigation Pane
- Demo: Go-To and Select
- Summary

**Character & Paragraph Format**
- Introduction
- Word Structural Levels
- Character Formatting Level 1
- Character Formatting
- Other Character Formatting
- Paragraph Modifications
- Demo: Character Formatting
- Demo: More Formatting
- Summary

**Lists and Styles**
- Introduction
- Bulleted or Numbered Lists
- Applying Shading
- Applying Borders
- Applying Styles
- Demo: Lists
- Demo: Text Styles & Border
- Demo: Styles
- Summary