

# Microsoft Word 2016

## Structured technical training and certification preparation

A practical, student-friendly outline covering key concepts, tools, and applied workflows.

### MODULES

5

### LESSONS

35

### FORMAT

Self-paced

## Module Breakdown

<p><b>MODULE 1</b></p> <p><b>Learning Block 1</b></p> <p>Introduction To Word Interface Part2 Introduction To Word Interface Part3 View Typing Part1 Typing Part2 Typing Part3 Typing Part4</p>	<p><b>MODULE 2</b></p> <p><b>Learning Block 2</b></p> <p>Resume Part1 Resume Part2 Bullet List Word 2016 Intermediate Menus And Keyboard Shortcuts Part1 Menus And Keyboard Shortcuts Part2 Tabs</p>
<p><b>MODULE 3</b></p> <p><b>Learning Block 3</b></p> <p>Tables Part1 Tables Part2 Tables Part3 Styles Part1 Styles Part2 Styles Part3 Page Formatting Part1</p>	<p><b>MODULE 4</b></p> <p><b>Learning Block 4</b></p> <p>Page Formatting Part2 Page Formatting Part3 Word 2016 Advanced Creating An Outline Inserting Images Part1 Inserting Images Part2 Tracking Changes</p>

## Module Breakdown (continued)

### MODULE 5

#### Learning Block 5

- Mail Merge Part1
- Mail Merge Part2
- Large Documents Part1
- Large Documents Part2
- Other Word Functions Part1
- Other Word Functions Part2
- Document Comparison