WRD16-B - MS Word 2016 basic course

Microsoft - Word - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to introduce participants to the use of Microsoft Word 2016 application.

Programma

1. Introduction to Microsoft Word
• Opening, closing, saving a file in the new format
• Saving a file in backward compatibility mode
• The ribbon bar and the backstage
• The new box ‘Tell me what you want to do’
• Views in Microsoft Word
• Print options
• Adjusting margins
• Dynamic previews
• Customizing the quick access toolbar
2. Formatting the text
• Editing the font format
• Editing the paragraph format: alignment and line spacing
• Copying the text format
• Adding a bulleted or a numbered list
3. Tools and objects
• Using the ruler and the paragraph indentation
• Adding pictures
• Adding cover pages

ITCore Group

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- Adding and customizing header and footer
- Adding charts and SmartArt

4. The tables

- Adding a table
- Adding and deleting cells, rows and columns
- Table formatting and background
- Using functions and calculations in a Word table

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