Word Beyond Basics

Learn advanced formatting and tools in Word 2016

Course Learning Objectives

In class, students will:

- Use the Word 2016 interface to format and stylize documents.

- Learn how to use and edit headers and footers.

- Create a table and style it.

- Use indents and tabs for formatting.

- Add and format pictures.

- Use shapes and layering.

Let's Review

Header and Footer

- The header lines the top margins of a document and the footer lines the bottom margins of the document.

- Headers and Footers can be used to contain information that will be the same on every page.
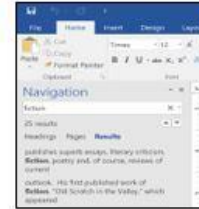
- Useful for names, logos, and page numbers.

Let's Practice

Before

After

Practice exercise from GCFLearnFree.org https://edu.gcfglobal.org/en/word2016/

Tables

- Tables can be inserted in Word to hold numerical or textual data. Existing data can also be changed into a table format.
- Once a table is created, Word provides options for stylizing and formatting the table.
- Tables are made up of cells in rows and columns.

Let's Practice

Before

After

Practice exercise from GCFLearnFree.org https://edu.gcfglobal.org/en/word2016/

Indents and Tabs

- Indents and Tabs can be used to format the text in a document.

- The ruler can be used to create hanging indents and custom indents.

- Tab stops can be used to align text in specific places in line with the ruler.

- The Tab key will jump the text in ½" increments.

Let's Practice

Before

After

Practice exercise from GCFLearnFree.org https://edu.gcfglobal.org/en/word2016/

Inserting Pictures

- Photos can be inserted in a document from two places
  - Your computer
  - The web

  - *Note: Be careful using pictures from the web as they may be copyrighted*

Let's Practice

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Before

After

Practice exercise from GCFLearnFree.org https://edu.gcfglobal.org/en/word2016/

Shapes and Layering

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- Shapes can add eye-catching design elements to your documents.
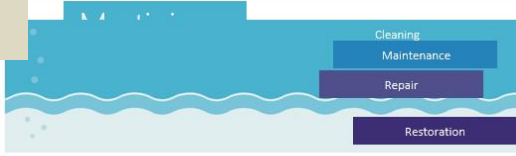- Layering allows you to choose which shapes appear on top and which lay underneath.

Jane Smith

Human Resources Professional

Let's Practice

Before

After

Practice exercise from GCFLearnFree.org https://edu.gcfglobal.org/en/word2016/

Additional Resources

- **The Library** - Librarians, books, databases, computer classes
- **Poudrelibraries.org** - Access to online tutorials and databases
- **GCFLearnFree.org** - Free, high quality, innovative online learning for technology including courses on web browsers and social media
- **TechBoomers** - Online articles and courses for learning how to use technology and apps
- **LearnMyWay.com** - Step-by-step courses for building computer skills
- **LinkedIn Learning** – Video courses including many different computer programs and career skills
- **DigitalLearn.org** - Free online technology courses including introductory courses on YouTube and Google Maps
- **NorthStar Digital** – Online tech courses with certificates and badges

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- https://www.surveymonkey.com/r/2021PRPLD