

Microsoft Word 2016

Version 5

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Lesson 1

1. [Convert an existing document to a template](#)
2. [Using Backstage to open, save, and create a new document](#)

Lesson 2

1. [Replace text by using AutoCorrect](#)
2. [Cut, copy, and paste text](#)
3. [Rearranging text with Cut, Copy, and Paste](#)
4. [Maintain format during copy and paste](#)

Lesson 3

1. [Set a default font for new documents](#)
2. [Work with template styles](#)

Lesson 4

1. [Modify paragraph spacing for a document](#)
2. [Create and modify a numbered or bulleted list](#)

Lesson 5

1. [Set paragraph spacing and margins](#)
2. [Create a new blank document and a new document from a template](#)

Lesson 6

1. Insert and modify captions and create a table of figures
2. Insert and update a standard table of contents
3. Formatting form tables
4. Create a table
5. Convert an existing document to a template
6. Create a table

Lesson 7

1. Insert and modify footnotes and endnotes
2. Track Changes and manage comments

Lesson 8

1. Insert and modify captions and create a table of figures
2. Adding headers and footers
3. Customize a table of contents
4. Generate a table of contents
5. Insert and update a standard table of contents
6. Insert hyperlinks and bookmarks

Lesson 9

1. Apply document themes and background elements
2. Applying themes and Quick Styles to a document
3. Create and manage Quick Parts
4. Insert and format text boxes
5. Link text boxes
6. Inserting controls for text entry

Practice

MS Word Practice Assessment Files:

Word Instructions

Word Unformatted

Word Solution

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