



Information Technology

MS Office Word 2016 (Basic+Advanced)

Course Introduction

For most professionals, especially those who are in the office environment, it is significant to possess efficient computer skills – more so, using and utilizing MS Office Word. MS Office Word might be quite simple for most people; however, it is an extremely powerful text formatting tool that makes documents look better, easier to read and also change the way you store information. This training course is designed to provide participants with the basic and advanced techniques that one can use to maximize MS Office Word 2016. This course will enable participants to use various techniques for creating dynamic layouts in Microsoft Word and prepare and manage word documents in the most efficient manner.

Target Audience

- Cloud Computing Engineer
- Computer Network Specialist
- Computer Support Specialist
- Database Administrator
- Information Technology Analyst
- Information Technology Leadership
- Information Security Specialist
- Software/Application Developer
- Web Developer
- Technology sales consultant

Learning Objectives

- Navigate Word 2016, and work with the ribbon and quick access toolbar
- Use the status bar, help, print functions, and how to manage print settings
- Create, open, save, and close documents

- Manipulate pages, by using the page breaks, setup, page numbers, and headers & footers
- Track, accept or reject changes, and insert, display and edit comments in documents.
- Link and embed data and use/edit hyperlinks in word documents.
- Learn and utilize advanced mail merging techniques, advanced word templates.
- Know how to create passwords & editing restrictions for word documents.

Course Outline

- **Day 01**

- Introduction to Microsoft Word 2016 Interface (BASIC)**

- Creating Documents
 - Formatting Texts and Paragraphs

- **Day 02**

- Editing Documents
 - Working with Long Documents

- **Day 03**

- Microsoft Word 2016 (Advanced)**

- Word Tracking and Comments
 - Comparing & Combining Documents
 - Using a Tables of Contents & Indexes

- **Day 04**

- Linking & Embedding within Word 2016
 - Using Hyperlinks in Word 2016 Documents

- **Day 05**

- Using Macros within Word 2016**

- Word 2016 Fields
 - Word 2016 Forms
 - Advanced Word 2016 Templates
 - Advanced Mail Merging Techniques
 - Passwords & Editing Restrictions

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 30, 2025	July 4, 2025	5 days	4950.00 \$	Spain - Barcelona
Aug. 25, 2025	Aug. 29, 2025	5 days	4250.00 \$	UAE - Dubai
Oct. 13, 2025	Oct. 17, 2025	5 days	4250.00 \$	UAE - Abu Dhabi