

Microsoft Office 2016 Curriculum

Part 1: Word 2016

Word Basics

1. Getting Started with Word
2. One Drive
3. Creating and Opening Documents
4. Saving and Sharing Documents

Working with Text

5. Text Basics
6. Formatting Text
7. Using Find and Replace
8. Indents and Tabs
9. Line and Paragraph Spacing
10. Lists
11. Hyperlinks

Layout and Printing

12. Page Layout
13. Printing Documents
14. Breaks
15. Columns
16. Headers and Footers
17. Page Numbers

Working with Objects

18. Pictures and Text Wrapping
19. Formatting Pictures
20. Shapes
21. Text Boxes
22. Aligning, Ordering and Grouping Objects
23. Tables
24. Charts

Collaboration and Reviewing

25. Checking Spelling and Grammar
26. Track Changes and Comments
27. Inspecting and Protecting Documents

Doing More with Word

28. SmartArt Graphics
29. Applying and Modifying Styles
30. Mail Merge

Part 2: Excel 2016

Part 3: PowerPoint 2016