

Microsoft Word 2016 Basics Online Learning Certificate Program Course List

This program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees. Participants are required to successfully complete all eight of the following courses and achieve a passing grade of 70% or higher in each course.

We recommend you complete the courses in the order they appear below.

1. Working with the Interface and Performing Basic Tasks in Word 2016 (1 Hour)

Microsoft Word 2016 makes it easy to create, manipulate, and work with documents. In this course, you'll learn how to get started with Word 2016. The course provides an overview of the Word 2016 interface and its new features and demonstrates how to use Word 2016 to create, proofread, save, and print documents.

2. Formatting Text in Word 2016 (1.2 Hours)

Microsoft Word 2016 provides a range of options for formatting and styling text. In this course, you'll learn how to create professional-looking documents by controlling the font and size settings, style, alignment, and spacing of both characters and paragraphs.

3. Customizing Options and Using Document Views in Word 2016 (0.7 Hours)

Microsoft Word 2016 enables users to change a number of default settings to suit their preferences and to view documents in different ways. In this course, you'll learn how to access and change various program defaults. You'll also learn how to zoom in or out of documents, change document views to suit different purposes, and navigate easily between documents in Word 2016.

4. Creating and Formatting Tables in Word 2016 (0.5 Hours)

Microsoft Word 2016 provides tools that make it easy to create, format and manipulate tables. In this course, you'll learn different methods for creating and adjusting tables, applying table styles, and formatting the content in table cells. You'll also learn how to apply shading and borders to tables.

5. Headers, Footers, Page Numbering, and Layout in Word 2016 (0.7 Hours)

Headers, footers, and appropriate page layouts, play an important role in making documents look professional. In this course, you'll learn about all the options for creating headers and footers, adding page numbering and the date and time, and creating custom page layouts for documents in Word 2016.

6. Using the Navigation Pane and Creating Lists in Word 2016 (0.5 Hours)

In Microsoft Word 2016, the Navigation pane makes it easy to find and navigate to specific content. In this course, you'll learn about the options it provides for finding and replacing specific items or attributes in a document. You'll also learn how to create professional-looking bulleted, numbered, and tabbed lists.

7. Using Illustrations, Styles, and Themes in Word 2016 (1 Hour)

You can add several types of illustrations, such as pictures, screen clippings, shapes, charts, and WordArt, to documents in Microsoft Word 2016. You can also enhance documents by adding properly positioned text, along with attractive formatting and page backgrounds. In this course, you'll learn how to insert and work with different types of graphic and text content, how to use special paste options, and how to apply styles, themes, and backgrounds

8. Designing and Formatting Illustrations in Word 2016 (0.9 Hours)

Enhance Word 2016 documents with decorative, professional-looking illustrations using the Format and Design ribbons dedicated to Shapes, Pictures, Charts, Textboxes, WordArt, and SmartArt. In addition, this course also addresses more complex formatting. Some of these skills, for instance, section breaks and pagination options, are beneficial when working with large documents which require complex formatting.

Foundational Competencies

Workplace development competencies are job-based skills employees need to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the Workforce Development Competencies page at <https://nyscseapartnership.org/workforce-development-competencies>.

This certificate assists you in developing competency in *Computer Skills and Technology*.