Online Course

Microsoft Word 2016

Unit One: Word 2016

Lesson One – Creating and Editing Business Doc Completed Submitted

Develop Your Skills: Pages 2-20, W1-D1 – W1-D11 [ ]

Self-Assessment [ ]

Reinforce Your Skills: 21-27 [ ]

Apply Your Skills: 28-31 [ ]

 Submit:

 Self-Assessment results [ ]  [ ]

 Apply Your Skills W1-A3 (submit pdf **and** .docx formats) [ ]  [ ]

Lesson Two – Working with Tables Completed Submitted

Develop Your Skills: Pages 34-46, W2-D1 – W2-D7 [ ]

Self-Assessment [ ]

Reinforce Your Skills: Pages 47-52 [ ]

Apply Your Skills: Pages 53-55 [ ]

 Submit:

 Self-Assessment results [ ]  [ ]

 Apply Your Skills W2-A3 [ ]  [ ]

Lesson Three – Creating Promotional Brochures Submitted

Develop Your Skills: Pages 58-70, W3-D1 – W3-D7 [ ]

Self-Assessment [ ]

Reinforce Your Skills: Pages 71-77 [ ]

Apply Your Skills: Pages 78-81 [ ]

 Submit:

 Self-Assessment results [ ]  [ ]

 Apply Your Skills W3-A3 [ ]  [ ]

Lesson Four – Creating Reports Completed Submitted

Develop Your Skills: Pages 84-104, W4-D1 – W4-D10 [ ]

Self-Assessment [ ]

Reinforce Your Skills: Pages 105-113 [ ]

Apply Your Skills: Pages 114-120 [ ]

 Submit:

 Self-Assessment results [ ]  [ ]

 Apply Your Skills W4-A3 [ ]  [ ]

Unit Completion Completed Submitted

Unit Assessment [ ]  [ ]

Unit Time Log [ ]  [ ]