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