**Using Microsoft Word 2016**

Opening, moving and closing a document

Displaying different Views

Creating and saving a document

**Editing and proofreading documents**

Editing documents

Finding and Replacing

Correcting spelling errors

**Changing the look of text**

Formatting content

Formatting text and paragraphs

Creating and modifying lists

**Changing the look of a document**

Working with Templates

Adding Headers and Footers