



Experts

1. Jason Manibog

Senior Instructor

Jason Manibog, LearnKey’s senior instructor, has spent over 15 years in the Information Technology arena as a trainer, consultant, and courseware writer. Jason is a Microsoft Certified Trainer with multiple certifications in Microsoft, CompTIA, and Adobe. Jason brings a wealth of real-world experience and the ability to explain things in very practical, real-life like terms to any class he teaches, courseware he writes, or e-Learning courses he develops. [\[Show less\]](#)

Word 2016 (77-725)

Product Id (203489)

🕒 12h 28m 45s | 📁 Office 2016 | 📁 5 module(s) | 📶 All

✅ Has resources

























If you are working toward becoming career-ready you must have a working knowledge of Word 2016. LearnKey expert Jason Manibog will teach the basic concepts of Microsoft Word and build on those ideas to help you master this program. This course will teach you how to create and manage documents, and format text, paragraphs, and sections. This course will also help you study and prepare to take the Microsoft Word 77-725 Certification exam. LearnKey’s lesson layout combines various types of learning materials into concise learning segments. The goal of the lesson layout is to provide material that not only educates, but cements the concepts taught by incorporating opportunities for practical application.





A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

Course content

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Create and Manage Documents	🕒 1h 43m 36s	Open
<div><div>📄 Create and Manage Documents: Pre Assessment</div><div>📁 Workbook and Support Files</div></div>		

 Lesson 1 - Getting Started	 49	
Lesson 2 - Create Documents	 17m 20s	Open
Lesson 3 - Navigate Through Documents	 9m 27s	Open
Lesson 4 - Format Documents Part I	 13m 35s	Open
Lesson 5 - Format Documents Part II	 14m 26s	Open
Lesson 6 - Customize Document Views and Options Part I	 11m 25s	Open
Lesson 7 - Customize Document Views and Options Part II	 14m 24s	Open
Lesson 8 - Print and Save Documents	 22m 59s	Open
 Create and Manage Documents: Post Assessment		
Format Text, Paragraphs, and Sections	 1h 15m 51s	Open
 Format Text, Paragraphs, and Sections: Pre Assessment		
Lesson 1 - Insert Text and Paragraphs	 14m 16s	Open
Lesson 2 - Format Text and Paragraphs Part I	 22m 16s	Open
Lesson 3 - Format Text and Paragraphs Part II	 17m 56s	Open
Lesson 4 - Order and Group Text and Paragraphs	 21m 23s	Open
 Format Text, Paragraphs, and Sections: Post Assessment		
Create Tables and Lists	 1h 7m 49s	Open
 Create Tables and Lists: Pre Assessment		
Lesson 1 - Create Tables and Lists	 22m 55s	Open
Lesson 2 - Modify a Table	 22m 35s	Open
Lesson 3 - Create and Modify a List	 22m 19s	Open
 Create Tables and Lists: Post Assessment		
Create and Manage References	 45m 46s	Open

<div><div> Create and Manage References: Pre Assessment</div></div>		
Lesson 1 - Create and Manage References Part I	🕒 9m	Open
Lesson 2 - Create and Manage References Part II	🕒 19m 41s	Open
Lesson 3 - Create and Manage Simple References and Proofing the Document	🕒 17m 5s	Open
<div><div> Create and Manage References: Post Assessment</div></div>		
Insert and Format Graphic Elements		🕒 55m 6s Open
<div><div> Insert and Format Graphic Elements: Pre Assessment</div></div>		
Lesson 1 - Insert and Format Graphic Elements	🕒 11m 45s	Open
Lesson 2 - Format Graphic Elements Part I	🕒 16m 5s	Open
Lesson 3 - Format Graphic Elements Part II	🕒 10m 5s	Open
Lesson 4 - Insert and Format SmartArt Graphics and Test Taking Tips	🕒 17m 11s	Open
<div><div> Insert and Format Graphic Elements: Post Assessment</div></div>		


Our Why

It’s all about the “Why”. At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs & learning solutions for every type of enterprise.

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