

Lesson: Word 2016 - **Student Project Plan:** [GMetrix](#) (LearnKey Lessons)
Online Assignments - Be sure to complete each lesson (Do not skip around).

Session 1

- Lesson 1 - Login, Take the Word 2016 Session 1 Pre Assessment, (Watch "Introduction to Word 2016" and "Getting Started")
- Lesson 2 - Watch "Create Documents"
- Lesson 3 - Watch "Navigate Through Documents"
- Lesson 4 - Watch "Format Documents"
- Lesson 5 - Watch "Customize Document Views and Options"
- Lesson 6 - Watch "Print and Save Documents"
- Lesson 7 - Watch "Domain 1 Recap"
- Lesson 8 - Complete the "Word 2016 Session 1 Exercise Labs"
- Lesson 9 - Take the "Word 2016 Session 1 Post Assessment"

Session 2

- Lesson 1 - Login, Take the Word 2016 Session 2 Pre Assessment, Watch "Insert Texts and Paragraph"
- Lesson 2 - Watch "Format Texts and Paragraphs"
- Lesson 3 - Watch "Order and Group Texts and Paragraphs"
- Lesson 4 - Watch "Domain 2 Recap"
- Lesson 5 - Complete the "Word 2016 Session 2 Exercise Labs"
- Lesson 6 - Take the "Word 2016 Session 2 Post Assessment"

Session 3

- Lesson 1 - Login, Take the Word 2016 Session 3 Pre Assessment, Watch "Create Tables and Lists"
- Lesson 2 - Watch "Modify a Table"
- Lesson 3 - Watch "Create and Modify a List"
- Lesson 4 - Watch "Domain 3 Recap"
- Lesson 5 - Complete the "Word 2016 Session 3 Exercise Labs"
- Lesson 6 - Take the "Word 2016 Session 3 Post Assessment"

Session 4

- Lesson 1 - Login, Take the Word 2016 Session 4 Pre Assessment, Watch "Create and Manage References"
- Lesson 2 - Watch "Create and Manage Simple References"
- Lesson 3 - Watch "Proofing the Document"
- Lesson 4 - Watch "Domain 4 Recap"
- Lesson 5 - Complete the "Word 2016 Session 4 Exercise Labs"
- Lesson 6 - Take the "Word 2016 Session 4 Post Assessment"

Session 5

- Lesson 1 - Login, Take the Word 2016 Session 5 Pre Assessment, Watch "Insert and Format Graphic Elements"
 - Lesson 2 - Watch "Format Graphic Elements"
 - Lesson 3 - Watch "Insert and Format SmartArt Graphics"
 - Lesson 4 - Watch "Domain 5 Recap"
 - Lesson 5 - Complete the "Word 2016 Session 5 Exercise Labs"
 - Lesson 6 - Take the "Word 2016 Session 5 Post Assessment"
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PowerPoint 2016

Student Project Plan: [GMetrix](#) (LearnKey Lessons)

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Create and Manage Presentations (Video Training and then Exercise Labs)

- Create and Manage Presentations: [Pre Assessment](#)
- Lesson 1 - Create Presentation
- Lesson 2 - Insert and Format Slides
- Lesson 3 - Modify Slides, Handouts and Notes
- Lesson 4 - Order and Group Slides; Change Presentation Options and Views
- Lesson 5 - Configure a Presentation for Print
- Lesson 6 - Configure and Present a Slide Show
- Create and Manage Presentations: [Post Assessment](#)