Microsoft® Word for Office 365™ (Desktop or Online): Part 1

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

> **Certification:** *Microsoft Office Specialist: Word Associate* **and or** *Expert (Word 365 and Word 2019)* — **Exam:** *MO-100* **and or** *MO-101: Microsoft Word (Word 365 and Word 2019)*

Course Description

Microsoft Word is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, participants will learn how to use Word on the desktop to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

ⓘ**Note:** The focus of this training will use the desktop version of the software as most Office 365™ users perform many of their daily tasks there. However, the course material will enable participants to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes a brief coverage of key skills for using Word for the Web and OneDrive. Helpful notes will point out cases where the online version of the application may function differently from the desktop version.

Target Audience

This course is intended for:

- Persons who need to learn basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.
- Persons who wish to prepare for the certification exam(s).

Prerequisites

To attend this course, candidates must have:

- End-user skills with any current version of Windows®, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser.

Microsoft Partner

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Prerequisites

-OR-

- To obtain this level of skills and knowledge, candidates must have completed one or more of the following courses:
    - *Using Microsoft® Windows® 10*
    - *Microsoft® Windows® 10: Transition from Windows® 7*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colours, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Course Topics

Module 1: Getting Started with Word

- Navigate in Microsoft Word
- Create and Save Word Documents
- Edit Documents
- Work with Word for the Web

Module 2: Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

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Course Topics *Continued*

Module 3: Working More Efficiently
- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks
- Customize the Word Environment

Module 4: Managing Lists
- Sort a List
- Format a List

Module 5: Adding Tables
- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Module 6: Inserting Graphic Objects
- Insert Symbols and Special Characters
- Add Images to a Document

Module 7: Controlling Page Appearance
- Apply a Page Border and Colour
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

Module 8: Preparing to Publish a Document
- Check Spelling, Grammar, and Readability
- Preview and Print Documents
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats

ACTIVITIES INCLUDED

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