

## MICROSOFT OFFICE 365 WORD ESSENTIALS

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Microsoft  
Office 365  
Word Essentials



**COURSE LENGTH: 1.0 DAYS**

MS Office 365 Word is a popular online word processor used all around the world to create, edit and share documents.

The PD Training Microsoft Office 365 Word Essentials Training Course provides you with the skills required to use essential skills like setting styles, formatting, viewing documents, editing, working with insert tools and more. This comprehensive training course for beginners helps you to build a solid foundation in MS Office Word, so you'll be more effective when creating documents.

This hands-on training workshop is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Contact us today for a group quote.

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## MICROSOFT OFFICE 365 WORD ESSENTIALS COURSE OUTLINE

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### FOREWORD

In this Microsoft Word 365 Essentials course, participants will become efficient using the new web application interface to create and share documents, as well as learn standard document-editing skills. Collaborate with co-workers with a click of a button with this new web-based software. Users will master workflow efficiency by learning about the work modes that are offered, including the benefits of working in the browser versus Word, pop-out windows, and converting documents. Formatting and editing techniques will be taught, as well as inserting tables and pictures.

With Office 365 Word your participants will learn how to edit, share, and publish Word files using the Office 365 interface. The Office 365 experience is designed to render your documents to look exactly like they would when printed, from nearly anywhere in the world. This tool provides its users the freedom to work from anywhere.

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### OUTCOMES

In this course, participants will

- Learn the basics of sharing documents with collaborators, increasing productivity
  - Understand how to proficiently use the web app interface of this new document editing web application
  - Learn all of the basics of the traditional out-of-the-box Word software, including creating, opening, saving, and printing files
  - Master workflow efficiency using Pop Out Windows, converting documents, and printing from the Reading View without opening the file
  - Understand the work modes offered, including editing in the browser and opening in Word
  - Discover ways to enhance documents with various formatting options for fonts, paragraphs, lists, and pages
  - Understand how to insert and format tables and pictures, increasing ways to relate information to readers
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### MODULES

#### Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Lesson 2: Welcome to Office 365 Web Apps

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Document

### Lesson 3: Viewing Web App Documents - Part 1

- Opening a Document
- Overview of the Reading View
- Paging Through Documents
- Printing From the Reading View
- Finding Text in Your Document
- Closing Documents

### Lesson 4: Viewing Web App Documents - Part 2

- Zooming in your Document
- Using the Pop Out
- Editing in Browser
- About Converting Documents
- Opening in Word

### Lesson 5: Editing in the Browser

- A New File
- Saving Files
- The Word Web App Interface
- Typing Text
- Selecting Text with the Mouse or Keyboard
- Editing and Deleting Text

### Lesson 6: Basic Editing Tasks

- Using Cut, Copy, and Paste
- Using Undo and Redo
- Checking Your Spelling
- Setting the Proofing Language
- Printing from the Editing View
- Accessing the Reading View

### Lesson 7: Font Formatting

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Colour
- Adding Font Enhancements
- Highlighting Text

### Lesson 8: Formatting Paragraphs

- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets and Numbering
- Text Direction

### Lesson 9: Working with Styles

- About Styles
- Quick Styles versus the Style Gallery
- Applying a Style
- Clearing Formatting

### Lesson 10: The Insert Tools - Part 1

- Inserting a Table
- Adding Text to a Table
- Inserting Links

### Lesson 11: The Insert Tools - Part 2

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)