

## Word 365 Essentials Workshop

### Course Summary

#### Description

Welcome to the Office 365 Word Web App Essentials workshop. With Office 365, you can access your documents anywhere, and make some basic changes without using a computer where your desktop Office applications are installed.

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.

#### Objectives

At the end of this course, students will be able to:

- Open and close documents in reading or editing view
- Understand the Office 365 web interface, including the home page, the team site, and the shared documents list
- Understand the Word 365 browser interface
- Upload a document to the Shared Documents library
- Open a document in Reading View or Editing View
- Page through documents
- Zoom to a different view
- Open the pop out
- Open in Editing View
- Type, select, and edit text
- Understand the Word web app interface
- Use cut, copy, and paste
- Undo and redo tasks
- Format fonts and paragraphs with a variety of features
- Use bullets and numbering
- Insert and work with tables
- Insert links
- Insert and work with pictures
- Insert clip art

#### Topics

- Getting Started
- Welcome to Office 365 Web Apps
- Viewing Web App Documents (I)
- Viewing Web App Documents (II)
- Editing in the Browser
- Basic Editing Tasks
- Font Formatting
- Formatting Paragraphs
- Working with Styles
- The Insert Tools (I)
- The Insert Tools (II)
- Wrapping Up

#### Prerequisites

There are no prerequisites for this course.

#### Duration

One day

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

## Word 365 Essentials Workshop

### Course Outline

#### I. Getting Started

- A. Workshop Objectives
- B. Pre-Assignment Review

#### II. Welcome to Office 365 Web Apps

- A. The Home Page
- B. The Team Site
- C. Shared Documents
- D. Uploading a Document
- E. Module Two: Review Questions

#### III. Viewing Web App Documents (I)

- A. Opening a Document
- B. Overview of the Reading View
- C. Paging Through Documents
- D. Printing From the Reading View
- E. Finding Text in Your Document
- F. Closing Documents
- G. Module three: Review Questions

#### IV. Viewing Web App Documents (II)

- A. Zooming in your Document
- B. Using the Pop Out
- C. Editing in Browser
- D. About Converting Documents
- E. Opening in Word
- F. Module Four: Review Questions

#### V. Editing in the Browser

- A. A New File
- B. Saving Files
- C. The Word Web App Interface
- D. Typing Text
- E. Selecting Text with the Mouse or Keyboard
- F. Editing and Deleting Text
- G. Module Five: Review Questions

#### VI. Basic Editing Tasks

- A. Using Cut, Copy, and Paste
- B. Using Undo and Redo
- C. Checking Your Spelling
- D. Setting the Proofing Language
- E. Printing from the Editing View
- F. Accessing the Reading View
- G. Module Six: Review Questions

#### VII. Font Formatting

- A. Understanding Levels of Formatting
- B. Changing Font Face and Size
- C. Changing the Font Color
- D. Adding Font Enhancements
- E. Highlighting Text
- F. Module Seven: Review Questions

#### VIII. Formatting Paragraphs

- A. Setting the Alignment
- B. Using Indents and Tabs
- C. Adding Bullets and Numbering
- D. Text Direction
- E. Module Eight: Review Questions

#### IX. Working with Styles

- A. About Styles
- B. Quick Styles versus the Style Gallery
- C. Applying a Style
- D. Clearing Formatting
- E. Module Nine: Review Questions

#### X. The Insert Tools (I)

- A. Inserting a Table
- B. Adding Text to a Table
- C. Inserting Links
- D. Module Ten: Review Questions

#### XI. The Insert Tools (II)

- A. Inserting Pictures
- B. Inserting Clip Art
- C. Working with Pictures
- D. Module Eleven: Review Questions

#### XII. Wrapping Up

- A. Words from the Wise
- B. Lessons Learned