

## Microsoft Word for Office 365: Part 1

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### Course Summary

#### 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, you'll 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.

Most Office 365 users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Word for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certification exams.

#### Objectives

By the end of this course, students 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 colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

#### Topics

- Getting Started with Word
- Formatting Text and Paragraphs
- Working More Efficiently
- Managing Lists
- Adding Tables
- Inserting Graphic Objects
- Controlling Page Appearance
- Preparing to Publish a Document

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### Course Summary (cont.)

#### Audience

This course is intended for those with a basic understanding of Microsoft® Windows® and 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.

#### Prerequisite

To ensure your success, you should 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. To obtain this level of skills and knowledge, you can take any one or more of the following Logical Operations courses:

- Using Microsoft Windows 10
- Microsoft Windows 10: Transition from Windows 7

#### Duration

One Day

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### Course Outline

- I. *Getting Started with Word*
    - A. Navigate in Microsoft Word
    - B. Create and Save Word Documents
    - C. Edit Documents
    - D. Work with Word for the Web
  - II. *Formatting Text and Paragraphs*
    - A. Apply Character Formatting
    - B. Control Paragraph Layout
    - C. Align Text Using Tabs
    - D. Display Text in Bulleted or Numbered Lists
    - E. Apply Borders and Shading
  - III. *Working More Efficiently*
    - A. Make Repetitive Edits
    - B. Apply Repetitive Formatting
    - C. Use Styles to Streamline Repetitive Formatting Tasks
    - D. Customize the Word Environment
  - IV. *Managing Lists*
    - A. Sort a List
    - B. Format a List
  - V. *Adding Tables*
    - A. Insert a Table
    - B. Modify a Table
    - C. Format a Table
    - D. Convert Text to a Table
  - VI. *Inserting Graphic Objects*
    - A. Insert Symbols and Special Characters
    - B. Add Images to a Document
  - VII. *Controlling Page Appearance*
    - A. Apply a Page Border and Color
    - B. Add Headers and Footers
    - C. Control Page Layout
    - D. Add a Watermark
  - VIII. *Preparing to Publish a Document*
    - A. Check Spelling, Grammar, and Readability
    - B. Preview and Print Documents
    - C. Use Research Tools
    - D. Check Accessibility
    - E. Save a Document to Other Formats
- Appendix A: Mapping Course Content to Word Associate (Office 365 and Office 2019): Exam MO-100
  - Appendix B: Mapping Course Content to Word Expert (Office 365 and Office 2019): Exam MO-101
  - Appendix C: Microsoft Word Common Keyboard Shortcuts