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SOFTWARE
SOLUTIONS
TEAM
TRAINING - CONSULTING

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Course Description and Outline

Word 365 Essentials

Days: Half day (3 hrs.)   **Prerequisites or Equivalent Skills:** Windows Basics

Course Description:

After completing this course, you will know how to:

- Use the elements of the Word window, create, and save documents, and navigate a document and select text by using the keyboard and the mouse.

- Apply character formatting, use tabs, format paragraphs, and adjust paragraph spacing.

- Insert page breaks

- Use Track Changes, and work with comments.

Course Outline:

Unit 1 : Word Basics

- Exploring the Word window

- New documents

- Document navigation

- Selection techniques

- Opening and saving to SharePoint Online or OneDrive for Business

Unit 2 : Editing documents

- Working with text

- Using Undo and Redo

Unit 3 : Formatting characters and paragraphs *(Heavy emphasis)*

- Character formatting techniques

- Paragraph formatting techniques

- Paragraph spacing and indents

- Using tabs

Unit 4 : Managing document revisions

- Tracking changes in a document

- Adding comments and highlighting

- Comparing document versions