



COURSE OUTLINE

Microsoft 365 Word Online

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day(s)	Advanced	VITL	N/A	Microsoft

Course Overview

Word Online is a cloud-based version of Microsoft's flagship word processor. It is part of Microsoft 365, Microsoft's cloudbased office software suite.

This course is intended to help all users get up to speed quickly with Word Online. We will cover getting started with the app, formatting text, working with images and objects, and finalizing a document.

Topics

Getting Started

In the first lesson of this course, students will learn about the Word Online interface and creating a document. They will learn how to open, edit, save, share, and print documents. We also cover working with text, finding and replacing text, changing view options, and how to get help.

TOPIC A: Getting Started with Word Online

TOPIC B: Managing Documents

TOPIC C: Working with Text

TOPIC D: Finding and Replacing Text

TOPIC E: Changing View Options

TOPIC F: Getting Help in Word Online

Formatting Text and Paragraphs

Next, we go over formatting options on the mini toolbar and the Home tab. Then, we move on to formatting text as lists, controlling paragraph layout, and using styles.

TOPIC A: Applying Character Formatting

TOPIC B: Creating Lists

TOPIC C: Controlling Paragraph Layout

TOPIC D: Using Styles

Working with Images

Students will then learn about working with images in a document, including inserting, resizing, and adjusting different types of graphics. TOPIC A: Inserting Images

TOPIC B: Resizing Images

TOPIC C: Adjusting Image Appearance

Inserting Objects

Next, inserting headers, footers and page numbers as well as setting their options is covered. We move on to inserting footnotes and endnotes and formatting them with the Format Options dialog box. We conclude this lesson with inserting, modifying, and formatting tables.

TOPIC A: Adding Headers and Footers

TOPIC B: Inserting Footnotes and Endnotes

TOPIC C: Inserting Tables

TOPIC D: Modifying Tables

TOPIC E: Formatting Tables

Finalizing Your Document

In this final lesson we will look at page layout options, customizing margins, page orientation and paper size. Students will learn how to use AutoCorrect, spelling and grammar tools, performing word counts and using the Translator. They will learn about the components of making documents accessible, using comments, and conclude with how to share and collaborate on documents.

TOPIC A: Controlling Page Layout

TOPIC B: Using Language Tools

TOPIC C: Checking Accessibility

TOPIC D: Working with Comments

TOPIC E: Co-Authoring Documents

Exams and Certifications

Notes and Annotations

What is Next
