PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Word Essentials Training

REQUEST QUOTE

1.0 DAY COURSE

The cloud-based MS Office 365 Word application helps you improve productivity and efficiency by collaborating with co-workers on documents from anywhere with an internet connection. The Microsoft Office 365 Word Essentials Training Course is designed to provide you with the solid foundation to use this online word processor.

After completing this course, you will have learned: to understand the office 365 browser and web interface (home page, the team site, shared documents list), to create, format, edit, save, share and publish documents, how to insert clip art, charts, WordArt, tables, links, using the Pop Out Windows and the Reading or Editing View and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

In this Office 365 Word Essentials training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, participants will learn how to share and upload documents, open and close documents and print documents.

Participants will also learn how to edit the document in the browser, open the document in Word, edit the document in the browser, format fonts and much more.

Outcomes

By the end of this training course, participants will:

- 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
- Print from the reading view
- Find text
- Close a document
- Zoom to a different view
- Open the pop out
- Open in Editing View
- Understand document conversion
- Open a selected document in the Word desktop application
- Create a new file
- Save documents
- Type, select, and edit text
- Understand the Word web app interface
- Use cut, copy, and paste
- Undo and redo tasks
- Check spelling
- Print from the Editing View
- Access the Reading View
- Format fonts and paragraphs with a variety of features
- Use bullets and numbering
- Understand and use styles
- Insert and work with tables
- Insert links
- Insert and work with pictures
- Insert clip art
- Insert and work with Charts
- Insert links

Modules

Lesson 1: Getting Started

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

Lesson 2: Font Formatting

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

Lesson 3: Welcome to Office 365 Web Apps

- The Home Page

Lesson 4: Formatting Paragraphs

- Setting the Alignment
- Using Indents and Tabs

- The Team Site
- Shared Documents
- Uploading a Document
- Adding Bullets and Numbering
- Text Direction

Lesson 5: 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 6: Working with Styles

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

Lesson 7: Viewing Web App Documents - Part 2

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

Lesson 8: The Insert Tools - Part 1

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

Lesson 9: 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 10: The Insert Tools - Part 2

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures

Lesson 11: 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 12: Wrapping Up

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

Talk to our expert team

Phone:

Email: