PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Word Essentials - Online Instructor-led Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Microsoft Office 365 Word is a cloud-based, word processor used all around the world to create, edit, share and collaborate on multiple documents. The hosted web application includes powerful team collaboration features and stores your documents online.

The 1-day, PD Training Microsoft Office 365 Word Essentials Course provides you with the essential skills like setting styles, formatting text and numbers, viewing and printing documents, editing and sharing, working with the insert tools and much more. This comprehensive training course helps you to build a solid foundation in MS Office Word, so you'll be more effective when creating and collaborating on documents.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries - this is a powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

This hands-on training workshop is available now in the United States, Australia, New Zealand, Singapore, Hong Kong, Malaysia.

Contact us today for a group quote.

What You'll Gain:

In this Microsoft Word 365 Essentials course, participants will become efficient using the new web application interface to create and share documents, as well as learn standard document-editing skills. Collaborate with co-workers with a click of a button with this new web-based software.

Users will master workflow efficiency by learning about the work modes that are offered, including the benefits of working in the browser versus Word, pop-out windows and converting documents. Formatting and editing techniques will be taught, as well as inserting tables and pictures.

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.

Outcomes

In this course, participants will:

- Learn the basics of sharing documents with collaborators, increasing productivity
- Understand how to proficiently use the web app interface of this new document editing web application
- Learn all of the basics of the traditional out-of-the-box Word software, including creating, opening, saving, and printing files
- Master workflow efficiency using Pop Out Windows, converting documents, and printing from the Reading View without opening the file
- Understand the work modes offered, including editing in the browser and opening in Word
- Discover ways to enhance documents with various formatting options for fonts, paragraphs, lists, and pages
- Understand how to insert and format tables and pictures, increasing ways to relate information to readers

Modules

Lesson 1: Getting Started

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

Lesson 2: Welcome to Office 365 Web Apps

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Document

Lesson 3: Viewing Web App Documents - Part 1

- Opening a Document
- Overview of the Reading View

Lesson 4: Viewing Web App Documents - Part 2

- Zooming in your Document
- Using the Pop Out

- Paging Through Documents
- Printing From the Reading View
- Finding Text in Your Document
- Closing Documents
- Editing in Browser
- About Converting Documents
- Opening in Word

Lesson 5: 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 6: 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 7: Font Formatting

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

Lesson 8: Formatting Paragraphs

- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets and Numbering
- Text Direction

Lesson 9: Working with Styles

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

Lesson 10: The Insert Tools - Part 1

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

Lesson 11: The Insert Tools - Part 2

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures

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: 5808 8521

Email: enquiries@pdtraining.com.hk