PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Word Essentials

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

With Office 365 Word, you can access your documents anywhere, and make changes without using a computer where your desktop Office applications are installed. This tool provides its users the freedom to work from anywhere, thus boosting productivity and convenience.

With this Microsoft Office 365 Word Essentials training course, participants will learn all of the basics of the traditional out-of-the-box word software, including creating, opening, saving, and printing files, how to master workflow efficiency using pop out windows, converting documents, and printing from the reading view without opening the file, 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 and much more.

This training course is now available in Hong Kong.

This Microsoft Access 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant 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
- Paging Through Documents
- Printing From the Reading View
- Finding Text in Your Document
- Closing Documents

Lesson 4: Viewing Web App Documents - Part 2

- Zooming in your Document
- Using the Pop Out
- 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

Lesson 6: Basic Editing Tasks

- Using Cut, Copy, and Paste
- Using Undo and Redo
- Checking Your Spelling
- Setting the Proofing Language

- Selecting Text with the Mouse or Keyboard
- Editing and Deleting Text
- 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 Color
- 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