Overview

Discover all there is to know about Microsoft Word 365 through a series of engaging lessons. This online course has something for everyone, covering beginner, intermediate, and advanced lessons in Word.

By the end of this course, you will be able to:

- Create, save, and share documents.
- Apply pre-designed Styles and format text with fonts and colors.
- Work with bullets, indents, and line spacing.
- Insert pictures and screenshots.
- Set up page layout for margins, columns, and printing.
- Create and update an automated Table of Contents.
- Mail merge to envelopes, labels, emails, and form letters.
- Add comments, track changes, and compare documents.

Whether you use Word for work, study, or leisure, these lessons will help you transform that blank page into a professional-looking document! Once enrolled, our friendly support team and tutors are here to help with any course-related inquiries. Want to be a more efficient Word user? Start learning 99 of the best Word shortcuts for PC and Mac.

Word Screen Elements (7 lessons)

The Ribbon and Word Screen

An overview of the Word opening screen and Ribbon functionality.

Quick Access Toolbar

Set up the vital buttons you use most to make your work easier.

Navigating the Page

Learn how to control where you type and how to navigate within the page.

Your First Document

Learn how to enter text and save your first document.

Formatting Fonts

Format text with colors and apply fonts.

Basic Letter Layout

Learn how to format a basic letter layout.

Basic Cut, Copy, Paste

Cut, copy and paste is an essential skill to help minimize re-typing text.

Essential Formatting Knowledge - The Home Ribbon (10 lessons)

1. Styles Gallery

Learn how and why to apply predesigned Styles to text.

2. Format Text with Fonts and Colors

Learn how to apply bold, italic, underline and Drop Caps styles to text.

3. Format Painter

Quickly copy and paste “formats” with this amazing button.

4. Practice with the FONT Group

Learn to apply various font styles and why they are used in professional documents.

5. Basic Paragraph Formats

Paragraph format and alignment are important for proper document layout.

6. Fun and Functional Paragraph Formats

Apply background colors or borders to paragraphs.

7. Bullets and Numbering

Learn how to apply and control bullets and numbering.

8. Indents

Learn how and when to use specific indent types.

9. Line Spacing

Learn why you would want more space between the lines within paragraphs and how to apply the space.

10. The Find/Replace Function

Learn to quickly find a word or format and replace it with an alternative.

The File Ribbon (4 lessons)

1. ***File, New***

   Explore the readily available document templates rather than creating a particular document from scratch.

2. ***File, Recent***

   Learn to quickly preserve files and easily access your most used documents.

3. ***File, Share***

   View the various ways to collaborate with others on a document.

4. ***File, Info and Security Considerations***

   Password Protect a file or Recover an unsaved version.

The View Ribbon (4 lessons)

1. ***Document Views***

   Learn how and why to use the different available document views.

2. ***Navigation Pane***

   Learn how the Navigation Pane assists with document management.

3. ***Show and Zoom Controls***

   How to add the Navigation pane and quickly zoom in and out of the document.

4. ***Use Multiple Windows***

   Learn about using multiple windows to view the same or various documents side-by-side.

Intermediate Formatting Knowledge - The Insert Ribbon (11 lessons)

1. ***Inserting Page Breaks and Blank Pages***

   Quickly force a new page at the location you specify and/or add a blank page as well.

2. ***Add a Cover Page***

   Pre-designed cover pages add a professional look to your report.

3. ***Creating Tables***

   Tables provide a structure of columns and rows to help the user line up data, similar to a spreadsheet layout, but within a Word document.

4. ***Inserting Pictures and Clip Art***

   Learn how to apply and control picture sizes and placement.

5. ***Online Pics and 3D Models***

   How to find Online Pictures and add 3D Models as well as animated pictures.

6. ***Basic Use of Shapes***

   Learn to move and color shapes to draw attention to an area.

7. ***Screenshots***

   Learn how to capture a picture of your screen, modify it, and use it in a document.

8. ***Headers and Footers***

   Learn how to add Headers and Footers to a document.

9. ***Page Numbers and File Location Notes***

   Learn how to apply and control page numbers and insert file notes.

10. ***Word Art***

    Learn this creative text format often found on flyers, and a clever “rubber stamp” to use on documents.

11. ***Symbols***

    Symbols are a necessary and interesting toolset if using creative accents, foreign characters, or displaying mathematical formulas.

Page Layout Ribbon (5 lessons)

1. ***Margins***

   Learn how to set margins to standard or custom settings.

2. ***Paper Orientation and Size***

   Learn how to change paper size and orientation depending on the document type.

3. ***Using Columns***

   Learn to divide text into long columns to make the best use of available space.

4. ***Paragraph Spacing***

   Learn how to control spaces between paragraphs all at one time and adjust spacing as needed.

5. ***Printing***

   Explore the various options within the Print dialogue box.

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References Ribbon **7 lessons** FREE LESSON

1

Try it!

Table of Contents

Learn to create an automated Table of Contents.

2

Update the Table of Contents

Learn how to update the Table of Contents when changes are made to a document.

3

Mark Entry for Table of Contents

Learn to create an advanced-level Table of Contents using “Mark Entry”.

4

Footnotes

Learn to place footnotes and endnotes which link to the document text.

5

Citations and Bibliography

Learn to cite your sources for a college paper or report.

6

Using Captions

Learn to create and link captions to images and text.

7

Create an Index

Create an Index organized by topic or keyword.

Custom Styles **4 lessons**

1

Create and Apply a Style

Learn to format text and save the style inside the Style Gallery for future use.

2

Rename, Modify, and Remove Styles

After mastering styles, keep the Style Gallery tidy by editing or removing styles.

3

Reveal Formatting

Learn to use the Reveal Formatting pane to look beyond surface formatting.

4

Selection Tool and Format Pane

Learn to use this tool when working with graphics and styles.

Mailings Ribbon **6 lessons** FREE LESSON

1

Envelopes and Labels

Learn how to quickly produce a printed envelope or label for postal mail.

2

Try it!

Mail Merge to Labels

Auto-populate a sheet of labels with text pulled from a list.

3

Mail Merge to Envelopes

Merge mailing lists to print directly onto envelopes.

4

Mail Merge to Form Letters

Auto-populate a form letter with various fields pulled from a list.

5

Mail Merge to Emails

Merge Outlook Contact lists into emails so each recipient gets a personal email.

6

Mail Merge Tips from Experience

Learn tips for label margins and ensure your labels print perfectly.

Review Ribbon **5 lessons**

1

Proofing

Learn how to spellcheck, find a better word, or count the total words in a document.

2

Language and Translation

Translate an existing document or set the Word program to use a different language.

3

Comments

Learn to place notes in the margins of a document and control those notes.

4

Track Changes

Track changes will show which person made which changes in a document.

5

Compare Documents

Comparing documents takes two versions of a document and compares for changes.