

## MICROSOFT WORD FOR OFFICE 365 – PART 1

### COURSE SPECIFICATIONS

<b>Course Code:</b>	MS-WRD-P1
<b>Course No:</b>	ELK91-141_rev1.1
<b>Course Length:</b>	2 Days
<b>CertiPort Exam No:</b>	MO-100; MO-101

### COURSE DESCRIPTION

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create most of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft Word is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word on the desktop to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

**NOTE:** *Most Office 365 users perform most of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Excel Online and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.*

### TARGET AUDIENCE

This course is intended for those with a basic understanding of Microsoft Windows and who need to learn basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

### PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

### HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

#### For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

### SOFTWARE REQUIREMENTS

#### For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

#### For virtual online training:

- A Microsoft Team account.  
**NOTE:** *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

## COURSE OBJECTIVES

In this course, you will learn fundamental Word skills. You will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colours, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

6. Inserting Graphic Objects
  - a. Insert Symbols and Special Characters
  - b. Add Images to a Document
7. Controlling Page Appearance
  - a. Apply a Page Border and Colour
  - b. Add Headers and Footers
  - c. Control Page Layout
  - d. Add a Watermark
8. Preparing to Publish a Document
  - a. Check Spelling, Grammar, and Readability
  - b. Preview and Print Documents
  - c. Use Research Tools
  - d. Check Accessibility
  - e. Save a Document to Other Formats

## ASSESSMENTS

*Formative* assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a Onetrust Training Solutions certificate that indicates *Attendance* will be provided.

## LEARNING OUTLINE

1. Getting Started with Word
  - a. Navigate in Microsoft Word
  - b. Create and Save Documents
  - c. Edit Documents
  - d. Work with Word for the Web
2. Formatting Text and Paragraphs
  - a. Apply Character Formatting
  - b. Control Paragraph Layout
  - c. Align Text Using Tabs
  - d. Display Text in Bulleted or Numbered Lists
  - e. Apply Borders and Shading
3. Working More Efficiently
  - a. Make Repetitive Edits
  - b. Apply Repetitive Formatting
  - c. Use Styles to Streamline Repetitive Formatting Tasks
  - d. Customize the Word Environment
4. Managing Lists
  - a. Sort a List
  - b. Format a List
5. Adding Tables
  - a. Insert a Table
  - b. Modify a Table
  - c. Format a Table
  - d. Convert Text to a Table

## MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *Onetrust Training Solutions* certificate for the relevant courses.

## MICROSOFT CERTIFICATION

Microsoft Office certifications gives candidates a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a **3-part-series** that covers the Microsoft Office Specialist Program exam objectives to help you prepare for the **Microsoft Word (Microsoft Office 365 Apps and Office 2019): Exam MO-100** and **Microsoft Word Expert (Microsoft Office 365 and Office 2019): Exam MO-101** certification exams.

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

## CONTACT DETAILS

Further enquiries may be directed to:

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