

MICROSOFT WORD FOR OFFICE 365 – PART 2

COURSE SPECIFICATIONS

Course Code:	MS-WRD-P2
Course No:	ELK91–142_rev1.1
Course Length:	2 Days
CertiPort Exam No:	MO-100; MO-101

COURSE DESCRIPTION

After you master the basics of using Microsoft Word for Office 365 such as creating, editing, and saving documents; navigating through a document; and printing, you're ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization.

Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

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 designed for candidates who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

PRE-REQUISITES

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser. In addition, you should be able to navigate and perform common tasks in Word, such as opening, viewing, editing, and saving documents; formatting text and paragraphs; formatting the overall appearance of a page; and creating lists and tables.

It is recommended that you have completed *Microsoft Word for Office 365 – Part 1* or possess equivalent knowledge.

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:

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using Quick Parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.
- Use mail merge to create letters, envelopes, and labels.

LEARNING OUTLINE

1. Organizing Content Using Tables and Charts
 - a. Sort Table Data
 - b. Control Cell Layout
 - c. Perform Calculations in a Table
 - d. Create a Chart
 - e. Add an Excel Table to a Word Document
2. Customizing Formats Using Styles and Themes
 - a. Create and Modify Text Styles
 - b. Create Custom Lists or Table Styles
 - c. Apply Document Themes
3. Inserting Content Using Quick Parts
 - a. Insert Building Blocks
 - b. Create and Modify Building Blocks
 - c. Insert Fields Using Quick Parts
4. Using Templates to Automate Document Formatting
 - a. Create a Document Using a Template
 - b. Create and Modify a Template
 - c. Manage Templates with the Template Organizer

5. Controlling the Flow of a Document
 - a. Control Paragraph Flow
 - b. Insert Section Breaks
 - c. Insert Columns
 - d. Link Text Boxes to a Control Text Flow
6. Managing Long Documents
 - a. Insert Blank and Cover Pages
 - b. Insert an Index
 - c. Insert a Table of Contents
 - d. Insert an Ancillary Table
 - e. Manage Outlines
 - f. Create a Master Document
7. Using Mail Merge to Create Letters, Envelopes, and Labels
 - a. Use Mail Merge
 - b. Merge Data for Envelopes and Labels

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.

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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