



First Call
Stress free IT

Word for Microsoft 365 Course Profile

Understanding the Fundamentals

½ day

This course is suitable for delegates who are new to Word or are self-taught and wish to ensure the foundation of their Word knowledge is accurate and proficient. You must have a basic understanding of the use of your PC and operating system, including keyboard and mouse familiarity.

Objectives

The aim of the course is to provide delegates with the skills to create and print a document such as a letter or a short text document.

Course Outline

- Opening Word
- Word application window
- Creating a new document
- Entering text and editing
- Understanding AutoCorrect
- Using non-breaking spaces
- Inserting symbols
- Using Indents and Tabs
- Using Undo and Repeat
- Saving a document
- Opening an document
- Normal and Print Layout view
- Using Zoom
- Selecting text
- Using Show/Hide
- Character formatting
- Paragraph formatting
- Using Format Painter
- Spelling & grammar check
- Using the Thesaurus
- Using Read Aloud
- Automatic vs manual page breaks
- Page setup
- Printing and print preview

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

Equipment required

Delegates – 1 PC each with Word for Microsoft 365 loaded and connected to a printer; pen and paper
Trainer – projector/screen to connect to laptop; whiteboard or flip chart

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Further Formatting techniques

½ day

Objectives

The aim of the course is to provide delegates with the skills that will decrease the time spent lining up text, and to understand the use and importance of Styles.

Prerequisites

Delegates must have previously attended the “Understanding the Fundamentals” Word 2016 course or gained similar knowledge in the workplace and be confident entering and editing text, formatting text and using the spell check.

Course Outline

- Revision of the “Understanding the Fundamentals” Word 2016 course
- Further selecting techniques
- Further character and paragraph formatting
- Borders and shading
- Applying page colour and page borders
- Using paragraph spacing
- Using Tabs
- Bullets and numbering
- Multi-level numbering
- Using line breaks
- Understanding the use of styles
- Using built-in styles
- Editing the Normal style
- Creating a new style
- Copying styles between documents

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

Equipment required:

Delegates – 1 PC each with Word for Microsoft 365 loaded and connected to a printer; pen and paper
Trainer – projector/screen to connect to laptop; whiteboard or flip chart

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Speed up your use of Word

½ day

Objectives

The aim of the course is to provide delegates with the skills to use Word efficiently with time saving features.

Prerequisites

Delegates must have previously attended the "Further Formatting Techniques" Word 2016 course or gained similar knowledge in the workplace, and be confident entering and editing text, using Styles and using Page Setup.

Course Outline

- Revision from the "Further Formatting Techniques" course
- Navigating shortcuts within a document
- Using Drag & Drop
- Cut, Copy and Paste
- Using the Office Clipboard
- Using Find and Replace
- Using AutoCorrect
- Using AutoText
- Headers & Footers
- Page numbering
- Creating and using templates

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

Equipment required:

Delegates – 1 PC each with Word for Microsoft 365 loaded and connected to a printer; pen and paper
Trainer – projector/screen to connect to laptop; whiteboard or flip chart

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Working with graphics

½ day

Objectives

The aim of the course is to provide delegates with the skills to use pictures, graphics, clip art and objects in a document and manage these efficiently.

Prerequisites

Delegates must have previously attended the “Further Formatting techniques” course or gained similar knowledge in the workplace, and be confident entering and editing text, selecting within a document, and applying character and paragraph formatting.

Course Outline

- Inserting a picture
- Inserting clip art
- Inserting a screen shot
- Formatting a graphic
- Arranging a graphic within text
- Using shapes and objects
- Inserting a text box
- Arranging, aligning and grouping objects
- Using the Selection Pane
- Creating a watermark
- Inserting a Dropped Capital
- Using WordArt
- Using SmartArt
- Inserting a chart

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

Equipment required:

Delegates – 1 PC each with Word for Microsoft 365 loaded and connected to a printer; pen and paper
Trainer – projector/screen to connect to laptop; whiteboard or flip chart

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Working with Tables

½ day

Objectives

The aim of the course is to provide delegates with the skills to layout text in a table in order to display data in a document in an easy to read, professional manner.

Prerequisites

Delegates must have previously attended the “Speed up your use of Word” course or gained similar knowledge in the workplace, and be confident entering and editing text, navigating and selecting within a document, and applying character and paragraph formatting.

Course Outline

- Creating a table
- Drawing a table
- Entering and editing text within a table
- Using tabs within a table
- Navigating and selecting within a table
- Manipulating the table
- Cut, copy and paste within a table
- Inserting and deleting rows and columns
- Formatting within a table
- Working with borders and shading
- Inserting a picture/diagram
- Merging and splitting cells
- Splitting a table
- Repeating table headings
- Sorting the contents of a table
- Creating a formula within a table

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

Equipment required:

Delegates – 1 PC each with Word for Microsoft 365 loaded and connected to a printer; pen and paper
Trainer – projector/screen to connect to laptop; whiteboard or flip chart

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Working with long documents

½ day

Objectives

The aim of the course is to provide delegates with the skills to use Word functionally that make long documents manageable and well-organized.

Prerequisites

Delegates must have previously attended the “Speed up your use of Word” course or gained similar knowledge in the workplace, and be confident entering and editing text, navigating and selecting within a document, and using Styles.

Course Outline

- Revision from the “Speed Up your use of Word” course
- Revision of Styles
- Using the Navigation Pane
- Using Outline view
- Using section breaks
- Applying different headers and footers within sections
- Applying different headers and footers to a first page, and odd and even pages
- Using Columns
- Inserting a Caption
- Creating a cross-reference
- Creating a table of contents
- Creating an index
- Inserting footnotes and endnotes
- Using bookmarks
- Inserting a hyperlink
- Understanding the use of fields

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

Equipment required:

Delegates – 1 PC each with Word for Microsoft 365 loaded and connected to a printer; pen and paper
Trainer – projector/screen to connect to laptop; whiteboard or flip chart

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Mastering Mail Merge

½ day

Objectives

The aim of the course is to provide delegates with the skills to use Mail Merge to distribute a letter or email to multiple recipients and enter unique data into each letter or email.

Prerequisites

Delegates must have previously attended the “Speed up your use of Word” course or gained similar knowledge in the workplace, and be confident entering and editing text, navigating and selecting within a document, and applying character and paragraph formatting.

Course Outline

- How mail merge works and what you can achieve
- Creating a letter for mail merge
- Creating an email for mail merge
- Creating a recipient list with data to appear in each letter/email
- Using data from an Excel spreadsheet
- Using data from Outlook Contacts
- Filter and sort the recipient list
- Merge and print a letter
- Mail merge to email
- Creating envelopes and labels for each recipient
- Using Word fields and rules within a mail merge

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

Equipment required:

Delegates – 1 PC each with Word for Microsoft 365 loaded and connected to a printer; pen and paper
Trainer – projector/screen to connect to laptop; whiteboard or flip chart

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Further use of Word

½ day

Objectives

The aim of the course is to provide delegates with the additional skills available in Word, such as tracking changes made to a document, using macros and using an Excel spreadsheet in a document.

Prerequisites

Delegates must have previously attended the “Speed up your use of Word” course or gained similar knowledge in the workplace, and be confident navigating and selecting within a document, and using Styles.

Course Outline

- Using password protection
- Using document themes
- Recording a macro
- Track changes
- Using comments
- Inserting equations
- Importing data from another application
- Inserting an Excel spreadsheet
- Exporting a document
- Using document properties
- Creating a web page

Delegates will be asked to carry out exercises to reinforce the information they have been given. Handouts will be provided for reference after the course.

Equipment required:

Delegates – 1 PC each with Word for Microsoft 365 loaded and connected to a printer; pen and paper
Trainer – projector/screen to connect to laptop; whiteboard or flip chart

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