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Entry-level: Getting started with Word

Entry-level: Use document views and help

✔ **Video:** Help features
6 min

✔ **Reading:** Exercise: Getting Help in Microsoft Word 365
10 min

✔ **Video:** Use document views
9 min

📖 **Reading:** Exercise: Changing the document view
10 min

📄 **Practice Assignment:** Knowledge check: Use document views and help
15 min

Entry-level: Editing a document

Entry-level: Proofing a Document

Exercise: Changing the document view

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. 🔗 Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!
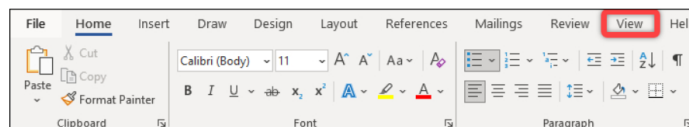
Let's get started!

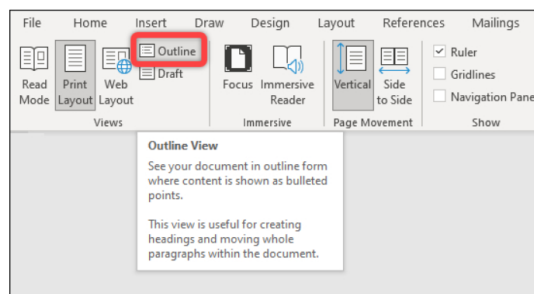In this exercise, you will explore a document using different views.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

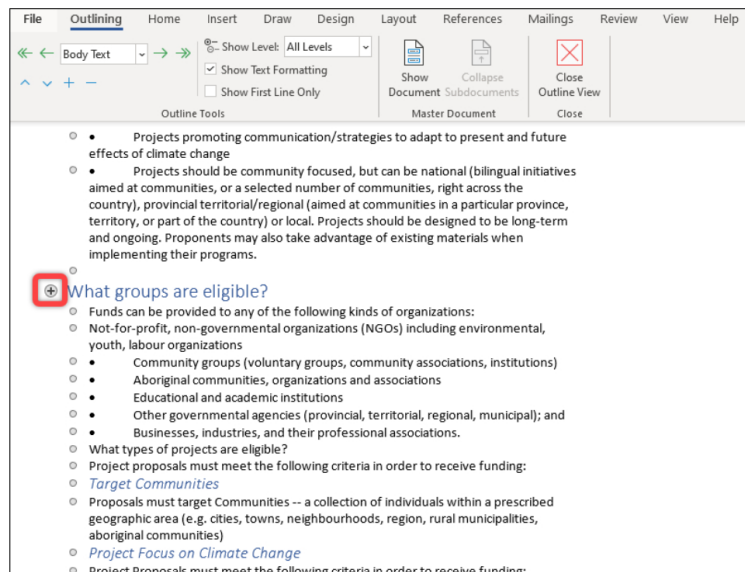Exercise: Changing the Document View 🔗
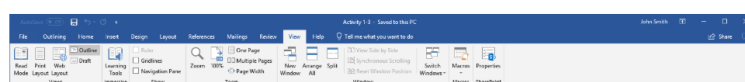
2. Click the View tab:
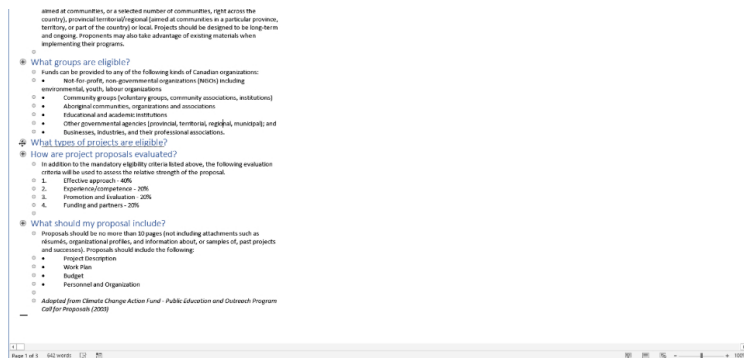

3. Click Outline view:

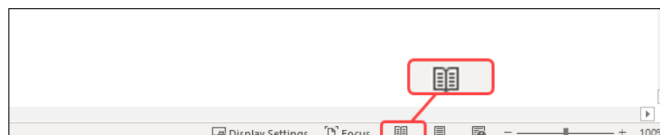4. Scroll down to the "What types of projects are eligible?" section and double-click the plus sign:

5. This will collapse the headings under it, and only display the top-level title:

aimed at communities, or a selected number of communities, right across the country), provincial territorial/regional (aimed at communities in a particular province, territory, or part of the country) or local. Projects should be designed to be long-term and ongoing. Proponents may also take advantage of existing materials when implementing their programs.

- **What groups are eligible?**
  Funds can be provided to any of the following kinds of Canadian organizations:
  - Not-for-profit, non-governmental organizations (NGOs) including environmental, youth, labour organizations
    - Community groups (voluntary groups, community associations, institutions)
    - Aboriginal communities, organizations and associations
    - Educational and academic institutions
    - Other governmental agencies (provincial, territorial, regional, municipal); and
    - Businesses, industries, and their professional associations.
- **What types of projects are eligible?**
- **How are project proposals evaluated?**
  In addition to the mandatory eligibility criteria listed above, the following evaluation criteria will be used to assess the relative strength of the proposal.
  1. Effective approach - 40%
  2. Experience/competence - 20%
  3. Promotion and Evaluation - 20%
  4. Funding and partners - 20%

- **What should my proposal include?**
  Proposals should be no more than 10 pages (not including attachments such as résumés, organizational profiles, and information about, or samples of, past projects and successes). Proposals should include the following:
  - Project Description
  - Work Plan
  - Budget
  - Personnel and Organization

  Adopted from Climate Change Action Fund - Public Education and Outreach Program Call for Proposals (2003)
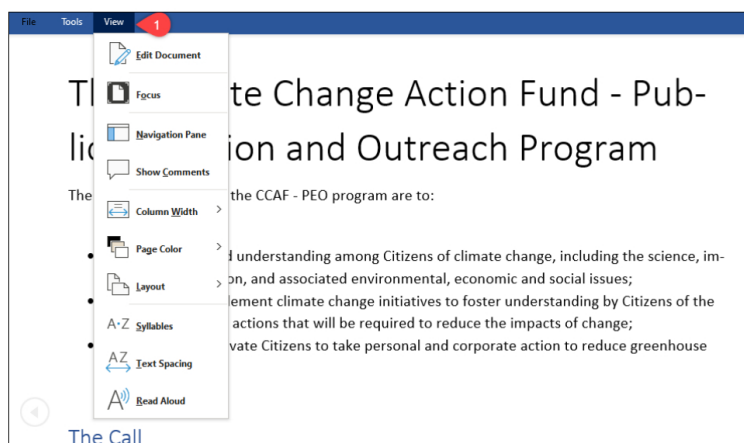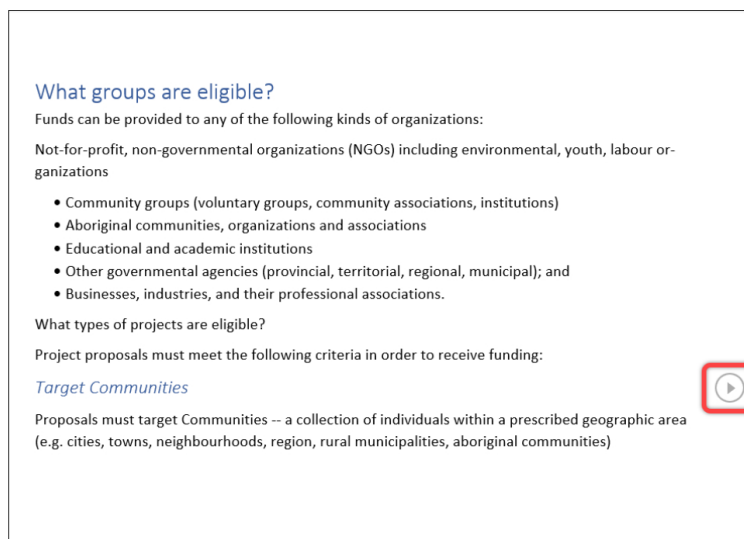
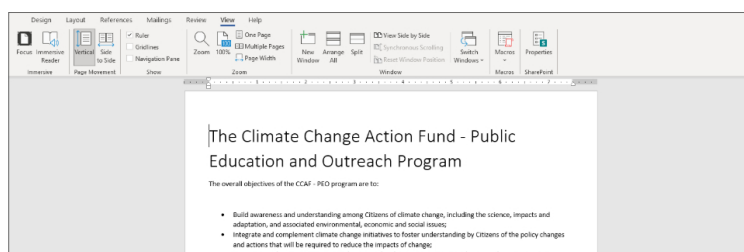6. Now click the Read Mode icon on the status bar:

7. Reading Mode will fill most of the screen with the contents of the document. In the top bar, click the View command and review the tools available in this view:

8. Use the arrows to navigate through a few pages of the document:

9. Press the Esc key on your keyboard to return to Print Layout:

10. Close Word 365 to complete this exercise

Mark as completed

10. Close Word 365 to complete this exercise

Mark as completed