

Course Syllabus - Work Smarter with Microsoft Word

In this course, you'll discover the basics of Microsoft Word, alongside the other apps and services available with the Microsoft 365 cloud-based productivity tool.

This course will help you to get started with basics Microsoft Word tasks.

After completing this course you'll be familiar with how to complete a range of complex tasks using the application.

Module One

In Module One you'll get started with Microsoft 365 by learning how to navigate your account, explore the basics of the most used Office 365 applications, and access Microsoft 365 services.

Module Two

In Module Two you'll begin using the Microsoft Word application. As part of this module, you will navigate a document, use Word's editing tools, and proof a document using proofing tools.

Module Three

In Module Three, you'll move on to more complex Word tasks like formatting for text and paragraphs, adding and editing tables and cells, and you'll also learn how to manage lists.

Module Four

Module Four focuses on working with graphics in Microsoft Word. As well as adding graphics, and using images in a document, you'll also learn how to create and format text boxes and pull quotes, use shapes in a document, and enhance your documents using WordArt and complex illustrations.

Module Five

Module Five looks at finalizing documents in Microsoft Word.

This includes a review of accessibility features, how to set save options, controlling text flow, adding captions and references, adding hyperlinks, footnotes, and endnotes, and slightly more complex tasks such as adding citations, a bibliography, and a table of contents.

Module Six

In Module Six you'll discover how to collaborate on documents with other team members. You'll look at how to share a document, work with comments and track changes, and perform a document review.

Module Seven

Finally, in Module Seven, you will have the opportunity to complete an optional honors assignment for special recognition. You are not required to complete this assignment to get a Course Certificate but if you complete all honors assignments in a course, your Course Certificate will include a special Honor's Recognition.

In this course you will learn the necessary skills and techniques to produce high-quality, professional documents. This assignment will give you a chance to apply those skills in a practical way to create a document that might be of use in your professional life.

Throughout all these modules, you'll encounter several case studies showing the real-world applications of Microsoft Word.

Best of luck on your journey through Microsoft Word!

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