



WORD 365 INTERMEDIATE

Course Outline

BRIEF COURSE DESCRIPTION

IN THIS COURSE, STUDENTS WILL LEARN ADVANCED FEATURES OF MICROSOFT WORD, INCLUDING ENHANCED FORMATTING, SMARTART, STYLES, REFERENCES, DOCUMENT MANAGEMENT, AND COLLABORATION TOOLS, BUILDING A FOUNDATION FOR MASTERING WORKPLACE TASKS AND BECOMING A WORD EXPERT.

COURSE PREREQUISITES

- Basic operation of a computer, keyboard, and mouse/trackpad.
- Knows how to operate Windows, 11 preferred.
- Recommended: Word 365 Essentials

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- INSERT AND MANIPULATE SHAPES AND TEXT WITHIN DOCUMENTS.
- CREATE AND MODIFY SMARTART GRAPHICS TO VISUALLY REPRESENT INFORMATION.
- APPLY AND CUSTOMIZE THEMES TO ENHANCE DOCUMENT DESIGN.
- USE BUILDING BLOCKS TO QUICKLY INSERT REUSABLE CONTENT.
- INSERT AND MANAGE SECTION BREAKS TO CONTROL DOCUMENT LAYOUT.
- CUSTOMIZE PAGE BACKGROUNDS FOR VISUAL IMPACT.
- CREATE AND APPLY CHARACTER STYLES FOR CONSISTENT TEXT FORMATTING.
- DEVELOP AND USE PARAGRAPH STYLES TO STANDARDIZE TEXT APPEARANCE.
- INSERT AND MANAGE REFERENCE NOTES TO PROVIDE ADDITIONAL INFORMATION.
- CREATE A TABLE OF CONTENTS FOR EASY DOCUMENT NAVIGATION.
- INSERT AND MANAGE HYPERLINKS TO LINK TO EXTERNAL RESOURCES OR OTHER PARTS OF THE DOCUMENT.
- EFFICIENTLY NAVIGATE THROUGH LARGE DOCUMENTS USING BUILT-IN TOOLS.

- ORGANIZE CONTENT USING MASTER DOCUMENTS TO MANAGE COMPLEX DOCUMENTS.
- SAVE AND SEND DOCUMENTS IN VARIOUS FORMATS TO MEET DIFFERENT REQUIREMENTS.
- ADD AND MANAGE COMMENTS FOR COLLABORATIVE DOCUMENT EDITING.
- PROTECT DOCUMENTS TO ENSURE CONTENT INTEGRITY AND RESTRICT UNAUTHORIZED ACCESS.

REQUIRED COURSE MATERIALS

- Computers that can run Microsoft 365
- Internet access

COURSE DURATION

20 hours

HOMEWORK DURATION

5 hours

DELIVERY METHODS

Combined Synchronous delivery (both in-class and distance)

TEACHING METHODS

Instructor-led Lectures combined with live streaming.

METHOD(S) OF STUDENT EVALUATION

At the end of each lesson segments, students will be given a quiz and/or project to evaluate their knowledge and understanding of the material.

A course-end project and a final exam is given at the end of the course to evaluate student's comprehensive understanding of the entire course.

COMPLETION REQUIREMENTS

Complete all projects, lesson evaluations, and a final exam, and received at 75% overall grade.