

Réf : En\_EB21-631

# Word 2021

## Text management and formatting for professional documents

### Aim

*This course is intended for users able to create simple documents and who would like to optimise text input and editing, as well as exploit tabs and sophisticated formatting in order to give a professional appearance to their documents.*

*After taking this course, you will be able to finalise all your Word documents, giving them a professional touch.*

### Target audience

Users who have mastered the essential commands and wish to move towards more advanced techniques.

### Level required

The essential commands must be mastered in order to access Word's advanced techniques without difficulty.

### Estimated time to complete the essential module

4 h 34  
(the video sequences last  
7 minutes, on average)

## Course content

### ► The essential modules

## Word 2021 – Text management



MEDIAplus  
eLearning

This module offers interactive training consisting of 18 training videos, 18 exercises.

#### Improve text input and proofreading - Theme

- Line breaks
- Hyphenation
- Nonbreaking space or hyphen
- Inserting special characters
- Character spacing and position
- Finding text or formatting
- Replacing text or formatting
- The Immersive Reader
- Proofing the document
- Managing a custom dictionary
- AutoCorrect settings
- Finding synonyms
- Searching and translating
- Statistics and document properties

#### Avoid repetitive typing - Theme

- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- System date and time

## Word 2021 – Formatting and printing



MEDIAplus  
eLearning

This module offers interactive training consisting of 19 training videos, 19 exercises.

### Managing tabs and lists - Theme

- Setting a tab stop
- Tab stops with a leader line
- Managing tab stops
- Numbered and bulleted lists
- Custom bullet list
- Custom numbered list
- List levels
- List styles
- Hanging indents
- Drop caps

### Printing your documents - Theme

- Views and windows
- Inserting a document, a cover page or a blank page
- Page layout
- Display zoom
- Printing
- Page breaks
- You need to know: Headers and footers
- Headers and footers
- Page numbering

## Microsoft Office: use cases

Excel, Word or PowerPoint with a Microsoft 365 subscription



Video

This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Microsoft 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organisation
- Co-editing a file

## ► Complementary material

### Word 2021 – Reference book



Online book

This module includes digital course material.

## Word 2021 – Document creation basics



MEDIAplus  
eLearning

This module offers interactive training consisting of 28 training videos, 28 exercises and 5 additional resources.

