

Réf : En_EB21-635

Word 2021

Collaborative work

Aim

This course aims to enable you to better exploit Word's collaborative features.

After taking this course, you will be able to work collaboratively on a document so that each person can make changes.

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 Excel's advanced techniques without difficulty.

Estimated time to complete the essential module

1 h 25
(the video sequences last
7 minutes, on average)

Course content

► The essential modules

Word 2021 – Sharing and protecting a document



MEDIAplus
eLearning

This module offers interactive training consisting of 9 training videos, 9 exercises.

Working on a document collaboratively - Theme

- Comments
- Tracking changes
- Managing tracked changes
- Merging and comparing documents
- Protecting a shared document
- Protecting a document with a password
- Sharing a document
- Finalising a document
- Diffusing Word data: PDF, XPS, text, web pages and e-mail

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 – Text management



MEDIAplus
eLearning

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