Ref: En_EB21-705

Word (2024 and Microsoft 365 versions)

Mastering the essentials

Aim

Discover Word, master text input, formatting and layout. Add tables, images or charts to your documents. You will also be able to conceive and create direct mail campaigns.

Target audience	Level	Estimated time to complete the essential modules
Any beginners or users with basic knowledge who wish to master Word's essential commands.	No knowledge of Word is necessary. The user just needs to be acquainted with using the keyboard and mouse.	11h12

Course content

The essential modules

Word (2024 and Microsoft 365 versions) – Level 1: Essential skills

MEDIAplus eLearning

This module offers interactive training consisting of 55 training videos and 55 exercises.

Get started in Word
- Opening a document
- Overview of the environment
- Moving around in a document
- Nonprinting characters
- Text input
- Managing paragraphs
- Selecting and deleting text
- Undoing, redoing, repeating an action
- Saving a document
- Creating a new document

Apply basic text formatting
- Quick style
- Theme
- Character formatting
- Character colour
- Character case
- Character font and size

Format the paragraphs and reorganise the text
- Paragraph indents
- Paragraph alignment
- Paragraph spacing
- Line Spacing
- Borders and shading
- Moving text
- Copying text

Page layout, pagination and printing
- Page layout
- Display zoom
- Print preview and printing
- Page breaks
- Headers and footers
- Page numbering

Managing tabs and lists
- Using tab stops
- Tab stops with a leader line
- Managing tab stops
- Bulleted list and numbered list
- Customised bulleted list
- Customised numbered list
- List levels
- Multilevel list style
- Line breaks
- Hanging indents

Discover useful everyday features
- Using Word's Help
- Inserting a document, a cover page or a blank page
- Hyphenation
- Nonbreaking space or hyphen
- Inserting special characters
- Character spacing and position
- Finding text or formatting
- Replacing text or formatting
- Copying formats
- Using Immersive Reader
- Proofing the document
- Managing a custom dictionary
- AutoCorrect settings
- Finding synonyms
- Translate text
- Document and window display

Word (2024 and Microsoft 365 versions) – Level 2: Intermediate skills

MEDIAplus eLearning

This module offers interactive training consisting of 41 training videos and 41 exercises.

Avoid repetitive typing
- Creating an AutoText entry: Quick Parts component
- Using an AutoText
- Managing AutoTexts
- System date and time

Include a table in your text
- Creating a table
- Text input and moving around in a table
- Selecting and inserting rows and columns
- Deleting rows and columns
- Table styles
- Formatting cells
- Row height and column width
- Cell and table alignment
- Merging or splitting a table's cells
- Converting text to table or table to text
- Sorting a table, a list or paragraphs
- Calculations in a table

Add graphic objects to your texts
- Drawing an object
- Size, rotation and adjustment of a shape
- Move/copy a shape
- Format a shape
- Text box and WordArt object
- Format text in a shape or in a WordArt object
- Inserting a picture
- Managing a picture
- Positioning and wrapping a picture
- Captions and table of illustrations
- Document background
- Charts
- Inserting objects from other applications
- SmartArt diagram

Make letters - or mailshots - simple
- Creating envelopes or address labels
- Mail merge: associating a recipient list with a document
- Inserting mail merge fields
- Use the Mail Merge Wizard to send personalised email messages
- Editing the recipients
- Adding and deleting recipients
- Sorting a list of recipients
- Selecting the records to print
- Conditional text in a mail merge
- Preparing labels via the mail merge
- Fields for variable data

Complementary material

Copilot for Word Microsoft 365

Use cases and best practices

Video	This module offers to view a video lasting 58 minutes.
	Discover Copilot • What is Copilot? • How to access Copilot • Copilot and data confidentiality • Copilot on the Web • Copilot in Bing • Copilot in Microsoft Edge • Copilot for Microsoft 365 • Copilot Pages

	Copilot for Word • Writing • Rewriting • Summarising • Other functions **Write effective prompts** • Adopting best practices • Adapting prompts to your needs • Structuring your prompts

Word (2024 and Microsoft 365 versions) – Level 3: Advanced skills

MEDIAplus eLearning	This module offers interactive training consisting of 45 training videos and 45 exercises.