Réf : En_EB21-730

Word (2024 and Microsoft 365 versions)

Getting started

Aim

This course aims to provide you with the basic skills to create Word documents autonomously: discover the word processor, learn to input and format texts, and learn to print the document.
After taking this course, you will be able to easily and quickly create a basic Word document.

Target audience	Level required	Estimated time to complete the essential module
This course aims to provide you with the basics, making you self-sufficient when it comes to creating a Word document: discover the Word application, learn to input and format text, and learn to print documents.	No knowledge of Word is necessary. The user just needs to be acquainted with using the keyboard and mouse.	3 h 12 (the video sequences last 7 minutes, on average)

Course content

The essential modules

Word (2024 and Microsoft 365 versions) – Document creation basics

MEDIAplus eLearning

This module offers interactive training consisting of 28 training videos and 28 exercises.

Discover Word and work with a simple text - Theme

- Overview of the environment
- Moving around in a document
- Nonprinting characters
- Text input
- Managing paragraphs
- Selecting and deleting text
- Undoing, redoing and repeating an action
- Display zoom
- Using Word's Help
- Moving text
- Copying text

Apply basic formatting to text - Theme

- Quick style
- Themes
- Character formatting

• Character colour • Character case • Character font and size • Paragraph indents • Paragraph alignment • Paragraph spacing • Line Spacing • Borders and shading • Copying formatting
Manage and print the document - Theme • Saving a document • Opening a document • Page layout • Print preview and printing • Creating a new document

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