Réf : En_EB21-735

Word (2024 and Microsoft 365 versions)

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	Level required	Estimated time to complete the essential module
Users who have mastered the essential commands and wish to move towards more advanced techniques.	The essential commands must be mastered in order to access Word's advanced techniques without difficulty.	1 h 03 (the video sequences last 7 minutes, on average)

Course content

The essential modules

Word (2024 and Microsoft 365 versions) – Sharing and protecting a document

MEDIAplus eLearning

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

Working on a document collaboratively - Theme

- Exporting a document and sending it by email
- Saving in OpenOffice, LibreOffice and Google Docs formats
- Comments
- Collaborative work: set up Track Changes
- Managing tracked changes
- Merging and comparing documents
- Protect the content of a shared document
- Protecting a document with a password
- Sharing a 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

Word Word (2024 and Microsoft 365 versions) – Text management

MEDIAplus eLearning	This module offers interactive training consisting of 18 training videos and 18 exercises.