

# Microsoft Word 365 Beginners Course Outline

Duration: 1 Day

This Microsoft Word 365 Level 1 beginners training course is the ideal starting point for individuals who are new to using Word. The course covers all the basics of Word, including how to create and edit documents, format text, paragraphs and pages, and use templates. With a focus on the latest version of Word 365, participants will learn how to use its latest features to create professional-looking documents with ease.

## What You'll Learn

- Learn to navigate the Word environment
- Understand how to create, edit, and save documents
- Master the basics of formatting text
- Set up a page layout for professional documents
- Utilise Word templates to streamline your work

## Course Prerequisites

This is a beginners training course, so no advanced skills are required—just a willingness to learn! To make the most of your training experience, we recommend:

- **Basic computer skills:** Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how:** Confidence in accessing the internet and downloading files as needed

## Full Course Outline

### Introduction to Microsoft Word 365

Overview of Microsoft Word interface  
Navigating the ribbon and quick access toolbar  
Creating, opening, and saving documents  
Understanding the save as options

### Text and Paragraph Formatting

Formatting text and paragraphs  
Changing font type, size, and colour  
Aligning text  
Paragraph formatting  
Indenting and spacing

- Line and paragraph spacing
- Borders and shading
- Document editing
- Undo and redo
- Cut, copy, and paste
- Finding and replacing text

### **Controlling Page Layout and Appearance**

- Page setup and layout
- Adding page breaks
- Setting margins, page orientation, and size
- Setting page borders and background

### **Adding and Working with Tables**

- Insert a table
- Creating and editing tables
- Merging and splitting cells
- Formatting tables
- Convert text to a table

### **Using Existing Templates and Themes**

- Using themes
- Working with page backgrounds and borders
- Using templates

### **Inserting Graphics**

- Adding images and graphics
- Inserting and formatting basic shapes
- Text wrapping

### **Word 365 Online Tools**

- Introduction to Microsoft Word 365 online
- Collaborating on documents
- Accessing and editing documents from anywhere with OneDrive
- Using the search feature to find and perform tasks

## Training Benefits

**Comprehensive training materials:** Access detailed notes and exercise files for future reference.

**Post-training support:** Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

**Certificate of completion:** Celebrate your achievement with a certificate that recognises your effort and skills.

**Practical learning environment:** Experience hands-on training designed to build confidence and inspire trust.