

# Course : Word 2021/ Microsoft 365, advanced

*Practical course - 2d - 14h00 - Ref. WPI*

**Price : 760 € E.T.**



Word 2021's advanced features, as well as the latest additions with version 365, make it easy for you to create and manage long documents. This training course introduces you to the new features in terms of style, reference, direct mail, forms and collaborative working.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Be able to quickly format and layout a document, type by the mile
- ✓ Automatic insertion and correction tools
- ✓ Create and insert tables and external objects
- ✓ Designing long, structured documents
- ✓ Creating a table of contents and using outline mode
- ✓ Create forms, mailings and labels

## Intended audience

All Word 2021 and 365 users wishing to improve the presentation of their documents and master the advanced features of this word processor.

## Prerequisites

Good knowledge of Word or knowledge equivalent to that acquired in the Getting Started course (WPC).

## Practical details

### Hands-on work

Discussions, experience-sharing, demonstrations, tutorials and case studies to train you throughout the course.

### Teaching methods

Active teaching based on discussion, case studies and training exercises.

## Course schedule

### PARTICIPANTS

All Word 2021 and 365 users wishing to improve the presentation of their documents and master the advanced features of this word processor.

### PREREQUISITES

Good knowledge of Word or knowledge equivalent to that acquired in the Getting Started course (WPC).

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Be able to quickly lay out and format a document

- Create and customize styles.
- Manage paragraph, tab and border formats.
- Page numbering.
- Save the document as a template.

### Hands-on work

Create and apply styles, layout and save template.

## 2 Automatic insertion and correction tools

- Create and use automatic insertions.
- Customize the QuickPart space.
- Auto-correct.
- Configure and use the editor.

### Hands-on work

Create automatic inserts, manage QuickPart content.

## 3 Create and insert tables and external objects

- Integrate a table and apply a style.
- Insert rows/columns, split and merge.
- Align: column width, row height.
- Integrate SmartArt, watermarks, images, icons, 3D shapes, drawings, etc.

### Hands-on work

Manipulate a table and its contents. Insert an image and customize skin options.

## 4 Designing long, structured documents

- Structure a document with complex section breaks.
- Insert headers, footers and footnotes.
- Use captions, bookmarks and cross-references.

### Hands-on work

Insert section breaks. Create headers, footers, bookmarks and cross-references.

## 5 Creating a table of contents and using outline mode

- Insert a table of contents and illustrations.
- Working in plan mode.
- Define title hierarchy levels.
- Apply hierarchical numbering.

### Hands-on work

Structure a document in outline mode and number headings. Insert a table of contents.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 6 Creating forms

- Define generic text and fill-in fields.
- Insert drop-down lists and checkboxes.
- Protect a form.

### Hands-on work

Create and protect forms.

## 7 Creating mailings and labels

- Create the basis for direct mail.
- Use the Mailing Wizard to create letters, e-mails and labels.
- Use rules, e.g. SI function.

### Hands-on work

Create the basis for direct mail, create the document with fields and rules, distribute the document.

## 8 Working in collaborative mode

- Save your documents in the cloud.
- Discover collaborative work and co-publishing.
- Attract attention in comments with mentions.
- Track changes with versioning.

### Hands-on work

Save your document in the cloud, share it and work on it with others.

## Dates and locations

### REMOTE CLASS

2026 : 28 May, 28 May, 15 Oct., 19 Nov.

### PARIS LA DÉFENSE

2026 : 28 May, 15 Oct., 19 Nov.