

Course : Word Microsoft 365, advanced

Practical course - 2d - 14h00 - Ref. WPP

Price : 890 CHF E.T.



Word'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 shows you what's new 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:

- ✓ Advanced page layout and cloud styles
- ✓ Leverage AI and automation tools
- ✓ Create and manage dynamic tables and objects
- ✓ Designing long documents with collaborative tools
- ✓ Create an interactive table of contents and use outline mode
- ✓ Create intelligent forms and automate direct mail

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 Advanced page layout and cloud styles

- Create and synchronize styles in Microsoft 365.
- Use adaptive styles and dynamic themes.
- Manage paragraph formats with AI suggestions.
- Page numbering with custom styles.
- Creating shared cloud templates

Hands-on work

Create cloud styles and collaborative templates.

2 Leverage AI and automation tools

- Use Copilot to automate tasks.
- Customize the Microsoft 365 content library.
- Make the most of intelligent correction and contextual suggestions.
- Mastering Microsoft Editor for professional content

Hands-on work

Automate content creation with AI.

3 Create and manage dynamic tables and objects

- Create intelligent tables with dynamic data.
- Synchronize with Excel in real time.
- Use Microsoft 365 table styles.
- Integrate animated SmartArt and 3D models.
- Using the Microsoft 365 multimedia library

Hands-on work

Create dynamic tables and integrate modern multimedia content.

4 Designing long documents with collaborative tools

- Use dynamic sections and track changes.
- Create intelligent headers/footers.
- Manage collaborative notes and comments.
- Use dynamic links and cloud links

Hands-on work

Structure a long document using collaborative tools.

5 Managing table of contents and plan mode

- Create an interactive table of contents.
- Use collaborative plan mode.
- Managing hierarchies with AI suggestions.
- Apply intelligent dialing.

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 to review your request and its feasibility.

6 Creating intelligent forms

- Design adaptive forms.
- Integrate dynamic Microsoft 365 controls.
- Use online forms.
- Protect and share forms.

Hands-on work

Create modern, collaborative forms.

7 Master advanced collaborative working

- Use OneDrive for storage.
- Use advanced real-time co-editing.
- Manage modern comments and mentions.
- Master versioning and modification history.

Hands-on work

Collaborate in real time with advanced tools.

8 Automate modern direct mail

- Use Microsoft 365 data sources.
- Use the intelligent mailing wizard.
- Create dynamic mailings and labels.
- Use advanced conditional rules.

Hands-on work

Automate direct mail with cloud data.

Dates and locations

REMOTE CLASS

2026 : 25 June, 8 Oct., 7 Dec.