

# Course : Word 2021 / Microsoft 365, getting to grips with what's new

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

*Price : 890 CHF E.T.*

★★★★★ 5 / 5

This training course will teach you the essential features of Word 2021 but also the new features of version 365. After controlling the interface, you'll learn how to create, format and print. You'll also see the latest features and document sharing via OneDrive.

## Teaching objectives

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

- ✓ Mastering the interface
- ✓ Managing document design
- ✓ Create tables
- ✓ Add visual impact to documents (icons, SVG, SmartArt...)
- ✓ Working in collaborative mode

## Intended audience

Any Word 2021 / Microsoft 365 user wishing to master the operational functions of document creation and collaborative working.

## Prerequisites

Basic knowledge of how to use a Windows environment.

## Practical details

### Hands-on work

Échanges, partages d'expériences, démonstrations, travaux dirigés et cas pratiques pour vous entraîner tout au long de la formation.

### Teaching methods

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

## Course schedule

### PARTICIPANTS

Any Word 2021 / Microsoft 365 user wishing to master the operational functions of document creation and collaborative working.

### PREREQUISITES

Basic knowledge of how to use a Windows environment.

### 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 Getting started and configuring the interface

- Get to grips with the interface, Ribbon and Backstage menu.
- Use tabs, groups, commands and dialog box launchers.
- Optimize your work with the ruler, cleats and non-breaking characters.
- Use display modes: zoom bar, reading one page at a time, side-by-side...
- Discover the focus on lines in the immersive player.
- Reread a sequence of ink strokes.
- Learning tools: listen to a text, dictate a text.

### Hands-on work

Customize your work interface. Use multiple reading modes.

## 2 Designing a simple document

- Create, open and save documents.
- Share a document and solve accessibility problems.
- Enter, correct and translate text.
- Select, copy, move and delete text.
- Find what you need with Microsoft Search.
- Find and replace text.
- Set automatic correction options.
- Configure and use the editor.

### Hands-on work

Design a document, save corrections and modifications. Paste and use keyboard shortcuts.

## 3 Formatting a document

- Edit and format characters.
- Modify indents, line spacing and paragraph spacing.
- Align and frame paragraphs.
- Apply a background.
- Use a numbered or bulleted list.
- Insert special characters.

### Hands-on work

Modify document layout.

## 4 Create and insert a table

- Create a table frame.
- Add lines as you type.
- Modify column widths and row heights.
- Format the table.
- Insert an external table.

### Hands-on work

Create and format a table.

### 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.

## 5 Add visual impact

- Discover the Drawing tab.
- Draw with your finger, digital stylus or mouse.
- Integrate SmartArt, watermarks and images.
- Add icons or vector graphics (SVG).
- Insert and rotate a 3D model through 360 degrees.
- Save shapes as images.

### Hands-on work

Add visual elements to a document (SmartArt, SVG, etc.).

## 6 Working in collaborative mode

- Save your documents in the cloud.
- Discover collaborative work and co-publishing.
- Attract attention in comments with mentions.
- Follow only your own modifications in your documents.

### Hands-on work

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

## 7 Layout and print documents

- Modify document margins.
- Page numbering.
- Set up and print a document.

### Hands-on work

Place the document on the page, modifying margins, orientation, etc.

## Options

Certification : 80€ HT