

CONTINUING EDUCATION

COURSE OUTLINE – Microsoft Word Online

INSTRUCTOR: Self-paced **PHONE:** 780-539-2975
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PREREQUISITE(S): None

LEARNING TOOLS AND RESOURCES:

Operating System: Windows 7, 8 or 10, Chromebooks, Mac, iPad devices.

**Please Note: Mobile devices such as cellphones are not supported as they do not have Add-in support from Microsoft.*

Microsoft Word Software: You will require a Microsoft 365 account in order to complete this course.

Internet Browser: The latest version of Google Chrome, Firefox, or Microsoft Edge.

Jasperactive software: The cost of this software is included in the course, and is accessible online.

G-Metrix software: The cost of this software is included in the course. Internet access and software download are required.

CALENDAR DESCRIPTION:

Microsoft Word Online is a cloud-based version of Microsoft's flagship word processor. It is part of Office 365, Microsoft's cloud-based office software suite. This course covers getting started with the app; creating, editing, and formatting documents; and working with images and objects. You will use the Online version of Office for basic exercises, and interactive exercises for more advanced exercises.

This course uses interactive online software and follows an assessment-first approach. Your skills are assessed up front and you receive an individualized learning plan. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Word Associate Exam. One exam attempt is included with the course fee.

COURSE LENGTH: 15 hours

DELIVERY MODE: Online Self-paced

TRANSFERABILITY: N/A

GRADING CRITERIA:

Students taking the Microsoft Certification Exam must achieve a minimum score of 700 (70%) in order to obtain certification. Students completing the GPRC course assessment only must achieve a minimum score of 70% to obtain a certificate of completion.

STUDENT RESPONSIBILITIES: Completion of assessments and practice lessons.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Continuous intake.

COURSE CONTENT

Lesson 1: Manage Documents

- Navigate within documents
- Format documents
- Save and share documents
- Inspect documents for issues

Lesson 2: Insert and Format Text, Paragraphs, and Sections

- Format text and paragraphs
- Create and configure document sections

Lesson 3: Manage Tables and Lists

- Create tables
- Modify tables
- Create and modify lists

Lesson 4: Create and Manage References

- Create and manage reference elements
- Create and manage reference tables

Lesson 5: Insert and Format Graphic Elements

- Insert illustrations and text boxes
- Format illustrations and text boxes
- Add text to graphic elements
- Modify graphic elements

Lesson 6: Manage Document Collaboration

- Manage change tracking