

Microsoft Word (Office 365 & 2021)

This entry-level Microsoft Word (Office 365 & 2021) training prepares IT managers to use Microsoft Word so thoroughly that you can comfortably on-board new users and team members who aren't familiar with the word processor.

[CBT Nuggets course material](#) →

WEEK 1

Get Started with Microsoft Word

155 min.

Course Introduction	3
Find Your Way Around	8
Get Help	5
Document Basics	10
Save, AutoSave, and AutoRecover	12
Editor and AutoCorrect	9

Format Text and Paragraphs in Microsoft Word

Overview	1
Supplemental File	1
Introduction	1
Work with Text Formatting	11
Symbols, Find and Replace, and AutoCorrect Shortcuts	6
Format Paragraphs	10
Apply Simple Bullets and Numbering	7
Create and Save a Custom Multi-Level Number Format	13
Avoid Automatic Numbering!	5

Use Tabs and Tables

Overview	1
Supplemental File	1
Introduction	1
Understand Tabs	13
Get Started with Tables	6
Do More with Tables	11
Tables Tips and Tricks!	8
Insert an Excel Spreadsheet	10

WEEK 2**Control Page Setup and Layout****155 min.**

Overview	1
Supplemental File	1
Introduction	1
Margins, Orientation, and Paper Size	12
Page Borders, Watermarks, and Cover Pages	11
Headers, Footers, and Page Numbers	14
Columns and Text Boxes	8

Work with Styles, Themes, and Templates

Overview	1
Supplemental File	1
Introduction	1
Create and Apply Styles	10
Enjoy the Magical Properties of Styles!	9
Understand Themes	9
Explore Word's Built-in Templates	7
Create a Custom Template	9
Work with the Normal Template	8

Add Graphics and Text Effects

Overview	1
Supplemental File	1
Introduction	1
Shapes	12
SmartArt Diagrams, Icons, and 3D Models	6
Pictures and Videos	10
Charts	9

Text Boxes and Text Effects 9

WEEK 3**Share and Collaborate in Word****155 min.**

Overview	1
Supplemental File	1
Introduction	1
Save as a PDF or a Web Page	9
Prepare to Share the Word File	10
Protect Documents	11
Set Cloud Sharing Permissions	8
Edit Simultaneously with Co-Workers	7
Add Comments, Track Changes, and Compare Documents	13

Customise and Automate Word

Overview	1
Supplemental File	1
Introduction	1
Save Text for Reuse	10
Create Other Building Blocks	6
Record a Macro	8
Customise Your Workspace	13
Access Extra Functionality with Add-ins	7

Produce Mailings, Envelopes and Labels

Overview	1
Supplemental File	1
Introduction	1
Simple Mail Merge with the Wizard	13

Connect to External Data and Use Other Options	13
Print Envelopes	6
Email a Mailing	4
Print Labels	5

WEEK 4

152 min.

Create a Directory	4
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Work with Long Documents

Overview	1
Supplemental File	1
Introduction	1
Table of Contents	8
Cross-References and Hyperlinks	7
Footnotes, Endnotes, and Captions	7
Indexing	10
Citations and the Bibliography	9
Master Documents	9

Use Word on a Windows Touch Device

Overview	1
Supplemental File	1
Introduction	1
Enter Text on a Windows 10 Touch Device	10
Enter Text on a Windows 11 Touch Device	8
Use Handwriting Input	7
Draw with Your Tablet Pen	7
Review Documents	7

Dictate Text	5
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Word for the Web

Overview	1
Supplemental File	1
Get Started	7
Apply Basic Formatting	10
Check Spelling with Editor	8
Use Tabs and Tables	7
Work with Longer Documents	11

WEEK 5

12 min.

Share and Collaborate	11
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