

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Word 365 Apps MO-110

Learn to create, format and manage Word 365 documents, from text and tables to mail merge, macros and collaboration.

10

MODULES

130

TOPICS

COURSE OVERVIEW

This course covers the fundamentals of Microsoft Word 365 Apps, including navigating the interface and working with text, tables, images, shapes and SmartArt. It then moves into formatting text and paragraphs, building and styling tables, and working with graphics, styles and themes. Later modules address mail merge, macros and forms, document collaboration and sharing, and advanced features such as headers, footers, cross-references and building blocks.

WHO THIS COURSE IS FOR

Administrative Assistants

Office Professionals

Document Specialists

Executive Assistants

Content Creators

LEARNING OBJECTIVES

- Create and format text, paragraphs and lists in Word documents
- Insert and format tables, images, shapes and SmartArt
- Apply styles and themes to build consistent document designs
- Configure mail merge to produce letters, labels and envelopes
- Build and automate macros and forms
- Manage document collaboration using comments and track changes
- Compare and merge shared documents between co-authors
- Insert cross-references, footnotes, bookmarks and building blocks

10 Modules, 130 Topics

01

Introduction to Microsoft Word 365 Apps

Module 1: Introduction to Microsoft Word 365 Apps is an introductory course designed to teach students the basics of Microsoft Word 365 Apps. Students will learn how to create, edit, format, and save documents, as well as how to use the various features of the program. This module will also cover topics such as working with tables, images, and other objects, as well as how to use the various tools and features of the program.

TOPICS

- Overview of Microsoft Word 365 Apps
- Navigating the Microsoft Word 365 Apps Interface
- Working with Text in Microsoft Word 365 Apps
- Formatting Text in Microsoft Word 365 Apps
- Working with Tables in Microsoft Word 365 Apps
- Working with Images in Microsoft Word 365 Apps
- Working with Shapes in Microsoft Word 365 Apps
- Working with Charts in Microsoft Word 365 Apps
- Working with SmartArt in Microsoft Word 365 Apps
- Working with Mail Merge in Microsoft Word 365 Apps
- Working with Macros in Microsoft Word 365 Apps
- Working with Templates in Microsoft Word 365 Apps
- Working with Comments in Microsoft Word 365 Apps
- Working with Track Changes in Microsoft Word 365 Apps
- Working with Headers and Footers in Microsoft Word 365 Apps
- Working with Page Layout in Microsoft Word 365 Apps
- Working with Themes in Microsoft Word 365 Apps
- Working with Styles in Microsoft Word 365 Apps
- Working with Proofing Tools in Microsoft Word 365 Apps
- Working with Accessibility in Microsoft Word 365 Apps

02

Working with Text and Paragraphs

Module 2 of the Microsoft Word 365 Apps MO-110 course focuses on working with text and paragraphs. Students will learn how to format text, create and modify paragraphs, and use the Styles feature to quickly format documents. Additionally, students will learn how to use the Find and Replace feature to quickly locate and replace text. Finally, students will learn how to use the Outline View to quickly reorganize and edit documents.

TOPICS

- Formatting Text
- Working with Fonts
- Inserting Special Characters
- Creating Bulleted and Numbered Lists
- Working with Tables
- Inserting Headers and Footers
- Inserting Page Breaks
- Inserting Hyperlinks
- Inserting Bookmarks
- Inserting Comments
- Inserting Footnotes and Endnotes
- Inserting Captions

Working with Text and Paragraphs (continued)

TOPICS (CONTINUED)

- Inserting Cross-References
- Inserting SmartArt
- Inserting Pictures and Shapes
- Inserting Text Boxes
- Inserting Word Art
- Inserting Equations
- Inserting Symbols
- Working with Styles

03

Formatting Text and Paragraphs

Module 3 of the Microsoft Word 365 Apps MO-110 course covers the basics of formatting text and paragraphs. Students will learn how to use the ribbon, the mini toolbar, and the formatting palette to adjust font size, color, and style, as well as how to create bulleted and numbered lists, indent text, and align text. Additionally, students will learn how to create tables, insert images, and use the drawing tools.

TOPICS

- Applying Font Styles and Sizes
- Aligning Text and Paragraphs
- Inserting and Formatting Tables
- Inserting and Formatting Pictures
- Creating Bulleted and Numbered Lists
- Inserting and Formatting Shapes
- Inserting and Formatting Text Boxes
- Inserting and Formatting WordArt
- Inserting and Formatting SmartArt
- Inserting and Formatting Charts

04

Working with Tables

Module 4: Working with Tables in Microsoft Word 365 Apps MO-110 course provides students with the skills to create, format, and modify tables in Word documents. Students will learn how to insert, delete, and move rows and columns, as well as how to adjust column widths and row heights. They will also learn how to apply table styles, use formulas, and sort data.

TOPICS

- Inserting and Deleting Table Rows and Columns
- Formatting Tables
- Merging and Splitting Table Cells
- Inserting and Deleting Table Borders
- Working with Table Styles
- Inserting and Deleting Table Headers and Footers
- Sorting Table Data
- Converting Text to Tables
- Working with Table Formulas
- Inserting and Deleting Table Captions

05

Working with Graphics

Module 5: Working with Graphics in Microsoft Word 365 Apps MO-110 course provides students with the skills to create and manipulate graphics in Microsoft Word. Students will learn how to insert, format, and edit images, shapes, and SmartArt diagrams. They will also learn how to use the Drawing Tools and Picture Tools to create and customize graphics. Additionally, students will learn how to use the Word Art feature to create text effects.

TOPICS

- Inserting and Formatting Images
- Working with Text Wrapping
- Creating and Editing Shapes
- Inserting and Formatting Tables
- Working with SmartArt
- Inserting and Formatting Charts
- Working with WordArt
- Inserting and Formatting Clip Art
- Working with Screenshots
- Inserting and Formatting Diagrams

06

Working with Styles and Themes

Module 6 of the Microsoft Word 365 Apps MO-110 course covers the use of styles and themes to create professional-looking documents. Students will learn how to apply and customize styles, create and modify themes, and use the Quick Styles Gallery to quickly apply formatting. Additionally, students will learn how to use the Navigation pane to quickly navigate through a document.

TOPICS

- Understanding Styles and Themes
- Applying Styles and Themes
- Creating Custom Styles and Themes
- Modifying Existing Styles and Themes
- Working with Themes and Color Schemes
- Using Templates to Create Documents
- Working with Fonts and Text Effects
- Working with Paragraphs and Line Spacing
- Working with Tables and Borders
- Working with Graphics and Pictures

07

Working with Mail Merge

Module 7: Working with Mail Merge for Microsoft Word 365 Apps MO-110 course is a comprehensive guide to creating and managing mail merge documents in Microsoft Word. It covers topics such as setting up a data source, creating a main document, inserting merge fields, previewing and printing the merged documents, and troubleshooting common issues. This module also provides step-by-step instructions for creating labels, envelopes, and directories.

TOPICS

- Understanding the Mail Merge Process
- Setting Up the Main Document
- Inserting Merge Fields
- Creating a Data Source
- Merging the Data with the Main Document
- Previewing and Finishing the Merge
- Troubleshooting Common Mail Merge Issues
- Using Advanced Mail Merge Features
- Creating Labels and Envelopes with Mail Merge
- Automating Mail Merge with Macros

08

Working with Macros and Forms

Module 8 of the Microsoft Word 365 Apps MO-110 course covers the use of macros and forms in Word. Students will learn how to create and edit macros, as well as how to create and customize forms. They will also learn how to use the Developer tab to create and manage macros and forms.

TOPICS

- Introduction to Macros and Forms
- Creating Macros in Word
- Working with Forms in Word
- Automating Tasks with Macros
- Troubleshooting Macros and Forms
- Securing Macros and Forms
- Advanced Macros and Forms
- Integrating Macros and Forms with Other Applications
- Best Practices for Working with Macros and Forms
- Creating Custom Macros and Forms

09

Working with Collaboration and Sharing

Module 9 of the Microsoft Word 365 Apps MO-110 course covers the basics of collaboration and sharing in Microsoft Word. Students will learn how to share documents with others, how to work on documents together in real-time, and how to manage document versions. They will also learn how to use the commenting and reviewing features in Word to collaborate with others.

TOPICS

- Understanding the Basics of Collaboration and Sharing
- Setting Up and Managing a Shared Document
- Working with Co-Authors in a Shared Document
- Using Comments and Track Changes in a Shared Document
- Using the Compare and Merge Documents Feature
- Using the Share and Protect Feature
- Using the Share and Review Feature
- Using the Share and Publish Feature
- Using the Share and Embed Feature
- Using the Share and Sync Feature

10

Working with Advanced Features

Module 10 of the Microsoft Word 365 Apps MO-110 course covers advanced features of the program, such as creating and managing tables, using mail merge, creating and managing forms, and using macros. This module will help students become proficient in using the more complex features of Word to create professional documents.

TOPICS

- Using the Navigation Pane
- Working with Headers and Footers
- Inserting and Formatting Tables
- Working with SmartArt
- Inserting and Formatting Pictures
- Inserting and Formatting Shapes
- Working with Text Boxes
- Inserting and Formatting Charts
- Working with Word Art
- Inserting and Formatting WordArt
- Working with Hyperlinks
- Inserting and Formatting Equations
- Working with Mail Merge
- Inserting and Formatting Comments
- Working with Track Changes
- Inserting and Formatting Footnotes and Endnotes
- Working with Cross-References
- Inserting and Formatting Bookmarks
- Working with Building Blocks
- Inserting and Formatting SmartArt Graphics

NOTES

- A trailing heading 'Microsoft Copilot for Word' appears at the end of the document with no accompanying content, lessons, or outcomes; transcribed as-is since it could not be placed elsewhere.

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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