

## **Microsoft Word Basics Online Learning Certificate Program Course List**

*This program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees. Participants are required to complete all seven of the following courses and achieve a passing grade of 70% or higher in each course.*

### **1. Word 365: Getting Started (0.6 Hours)**

In this course, learners can explore the basics of Word 365, Microsoft's word processing program. If you have no experience with Word, this is the perfect course to choose when you begin using the program. First, learn how to open the application on your desktop from the Windows 10 interface. Next, you will explore many of the tools and functions available in the Start Page to create a document or open an existing one. You will also discover the tools available on the editing interface, for example, how to access the Ribbon, how to use the Backstage view, the Quick Access toolbar, and the Status bar. In this course, you will also learn how to perform basic tasks for editing a document, such as inserting text, undoing and redoing actions, and saving a document. Finally, you will also see how to share your documents via email.

### **2. Word 365: Browsing Documents (0.5 Hours)**

Word 365 tools allow users to perform multiple tasks, such as reading, editing, and reviewing documents. In this course, you will learn how to navigate in a Word document by using the scroll bar and other navigation shortcuts. Next, you will discover how to use the different views and modes options to display documents. You will also learn how to focus on reading text, a web view, and views for planning and drafting. Finally, this course examines how to use the Navigation pane to move through a document and to jump to specific headings or pages.

### **3. Word 365: Formatting Documents in Word 365 (0.8 Hours)**

This course explores several Word 365 features to format documents. Learn how to use text styles and style sets, and create and modify text styles. You will also discover how to create style sets and import styles from another document. Next, this course will focus on inspecting your text formatting, which allows you to make overall changes to a large number of text items. Similarly, learn how to change your document's theme and modify your paragraph spacing as well as use tab stops and the hyphenation tools. Lastly, you will learn how to organize your text into columns when creating different types of documents.

### **4. Word 365: Formatting Text (0.8 Hours)**

Explore how to personalize a document by using Word 365's formatting options. In this course, learn how to change the font type and size and apply effects as bold, underlined, or italics. Word also features options to improve the display of your text.

Learn an effortless way to change the case and the alignment options. WordArt is another useful tool for inserting preformatted text. If you prefer to apply WordArt options to regular text, then you will learn how to use Word's text effects, including how to add shadows, reflections, and glow effects. This course also covers other practical features as to creating bulleted and numbered lists. Learn how to insert preformatted lists or how to customize their style. You will also discover how to combine both types of lists to create a multilevel list.

## 5. Word 365: Managing Documents (0.7 Hours)

Word 365 offers different tools to create documents and to manage the information each file contains. First, learn how to create your own custom templates to easily create documents that will better suit your needs. Next, learn how to prepare your documents to be shared with other users. For example, check if your document has any hidden information you'd prefer not to include, or verify if your document fulfills basic accessibility requirements. In this course, you will also discover how to set up your documents by changing the orientation, paper size, and margins. These settings will be useful to prepare your documents for printing or for exporting them into other file formats, such as PDF.

## 6. Word 365: Shaping Documents in Word 365 (0.7 Hours)

Word 365 offers different tools to shape documents. First, learn how to insert a page break and create a formatting section to help shape the layout of the page. Next, learn how to insert predefined headers & footers and create custom headers & footers. You can also save and reuse a header. In this course, you will also discover how to insert a page number to better organize your document. These settings will be useful for yourself as well as your readers. You will also learn how to customize your paragraph and page outlines & colors as well as insert a watermark to make your document unique.

## 7. Word 365: Using Tables (0.8 Hours)

This course explores Word 365's tools for using tables. Discover how to create a table and how to insert & delete items in a table. You will also learn how to resize your table, rows, and columns as well as align the text in your table so you can customize your table according to the information. Word also provides different tools for adjusting your table layout and borders, merging, and splitting tables, and formatting your table. Learn how to sort the data in your table and perform a calculation. Lastly, you will discover how to insert items from Excel. For example, you can create a spreadsheet in Excel and then quickly transfer that data into your Word document.

## Foundational Competencies

Workplace development competencies are job-based skills employees need to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the Workforce Development Competencies page at <https://nyscseapartnership.org/workforce-development-competencies>.

This certificate program assists you in developing competency in *Computer Skills and Technology*.