

Microsoft Word Basics (P_MWBasics26) Online Learning Certificate Program 2026 Course List

8 Courses – 4.75 Hours

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

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. Working with text in Word 365 (0.9 Hours)

This course explores Word 365's tools for inserting, moving and manipulating text. Discover how to configure the Editing Options to make typing easier. See how to use the Overwrite mode to replace existing text passages, activate the Click & Type mode to insert text anywhere in your document, and even ask Word to offer word suggestions when you are typing. Explore how to select text using your mouse and keyboard, using the Select tools and how to configure the text selection. Next, explore how to quickly reorganize the text in your document. Word features multiple paste options to move text into your document using the formatting of the source, destination, or just pure text. Next, you will then learn how to reorder text or paragraphs with cutting, copying, and pasting tools. You will also discover other tools to quickly insert text. For example, use text boxes to add small pieces of text anywhere in your document. If you prefer to insert text without typing, then see how to use and configure the dictation tools. To type using your voice. And lastly, discover Word's new AI Copilot feature, that offers a number of features to quickly create and edit content in your Word document. You can give the Copilot feature more context to work with by referencing a file and visualize content in a table. Besides creating content, the Copilot tool can also answer questions about a document. Whether you need help making the document shorter or more formal, Copilot can provide suggestions and recommendations to help you perfect your work.

5. Word 365: Formatting Text (0.75 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.

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: 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.

8. 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*.