

Updated 01/03/2023

Sign up

# Microsoft Word training

3 days (21 hours)

## Presentation

Microsoft Word is a word processing program that covers two concepts: an interactive text editor and a compiler for a text formatting language published by Microsoft. The latest version is Word 2021.

If you upgrade to Word 2021 for Windows from Word 2019 for Windows, you'll still have all the features you're used to, plus a few new ones.

[New features in Word 2021](#) enhance co-creation, so you can work with colleagues on the same document instantly. You'll be able to save updates automatically by uploading files to OneDrive or SharePoint.

With the new version of Word, you'll also benefit from a dark mode, natural voices for the read-aloud function, SVG image and graphics saving and many other options. So you can create more attractive, more effective documents.

## Objectives

- Master the new features of Word 2021
- Create and format a document using Themes
- Review work using track changes
- Refine your text with linguistic checking tools such as Editor
- Save your documents on OneDrive
- Share your work to converse, comment and collaborate with others

## Target audience

Anyone wishing to discover the basic functions of Word

# Prerequisites

Know how to use a computer. Know the basics of Word.

## Word 2021 training program

### Introduction to Microsoft Word 2021

- Create a document
- Adding text and formatting
  - Add text
  - Replace text
  - Text formatting
  - Copy formatting
- Add images, shapes, SmartArt graphics or a chart

### From Word 2019 to Word 2021

- Word 2021 installation
- Overview of new features
- Comparison of the two versions

### New features

- Co-creation functions
- Color selection and definition
- Drawing tab: Eraser, Ruler, Lasso
- Increasing the reach of content
- Options Curve, Freehand, Scribble

### Page layout

- Changing margins
- Set margins for facing pages
- Modify margin measurement
- Create several columns
- Header and footer

### Insert a table

- Designing a table and entering text
- Manage table layout

- Structure table (rows, columns, merge/split)
- Layout and alignment tools
- Adjust cells

## Write an equation or formula

- Insert a predefined equation
- Create an equation
- Modifying equations

## Screen reader presentation

- Creating and formatting macros
- Open a recent document
- Create a blank document
- Save a document
- Read a document
- Search for a word
- Print documents

## Add-on module (Word 365 Advanced)

### Word automation

- Create building blocks and parts quickly
- Creating AutoText
- Metadata insertion using file codes
- Inserting document properties
- Recording and using macros
- Creating and formatting macros
- Assigning macros to toolbars
- Inserting a linked file

### Use of reference tools

- Adding and using bookmarks
- Working with hyperlinks
- Hyperlink to a Web page or e-mail
- Hyperlinks with titles and bookmarks
- Hyperlinks to other files
- Modifying a hyperlink
- Inserting a footnote or endnote
- Modifying or moving a footnote or endnote
- Customize footnotes and endnotes
- Using citations and bibliographies
- Inserting a placeholder
- Inserting a bibliography

## Long document management

- Creating a table of contents
- Customizing a table of contents
- Modifying a table of contents
- Creating an index
- Updating an index
- Creating an index using a concordance file
- Inserting captions
- Generating a table of figures

## Using Outline View

- Working in the contour view
- Changing levels in the contour view
- Moving text in the outline view
- Using basic documents
- Inserting sub-documents
- Expanding and reducing sub-documents
- Logging out and deleting sub-documents
- Splitting sub-documents
- Merging sub-documents
- Adding a cover page to a main document
- Creating a table of contents and index for a basic document

## Working with Mail Merge

- Understanding mail merge
- Setting up a recipient list in Excel
- Setting up an Outlook contact recipient list
- Creating a recipient list
- Adding merge fields
- Carrying out a merger
- Preparing mailing labels
- Envelope configuration
- Creating merge rules
- Using a concordance field

## Form creation

- Creating forms in Word
- Add zone and control labels
- Modifying text or content controls
- Locking content controls and protecting forms
- Data entry in a form

## Companies concerned

This course is aimed at companies, large or small, wishing to train their teams in a new, advanced computer technology.

## Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

## Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

## Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

## Sanction

A certificate will be issued to each trainee who completes the course.