

Microsoft Word Online

Modality: On Demand

Duration: 1 Hour

About the course:

Students will learn how to use essential tools and features to make documents utilizing the MS Word Online during this online training course. This online version will give you the convenience of saving to OneDrive, which enables you to obtain your work with internet access anywhere.

Course Objective:

- Understanding of MS Word features including text, page formatting, object and media, comments, edit, views, file tab, printing, share and collaborate, and word-online assessment.

Audience:

Anyone who wants to upgrade his/her skills and expertise to use MS word.

Prerequisites:

There are no prerequisites for this online training course.

Course Outline:

- Basics
- Text
- Page Formatting
- Objects and Media
- Comments
- Edit
- Views
- File Tab
- Printing
- Share and Collaborate
- Word Online - Assessments