



MICROSOFT TRAINING

Ms Word Online

Elevate your document creation skills with Ms Word Online. Master advanced formatting, collaboration, and productivity tools.

DURATION

4 Hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intermediate-level Microsoft Word Online course from Computer Pride is meticulously designed to empower professionals with the essential skills to master cloud-based document creation, editing, and collaboration. As an integral part of the Microsoft 365 suite, Word Online offers unparalleled flexibility and accessibility, allowing users to work on documents from any device, anywhere, without needing a desktop installation. This course delves deep into leveraging Word Online's capabilities for efficient document management, ensuring participants can create polished, professional documents while harnessing the power of cloud storage and real-time collaboration. You will gain proficiency in fundamental and advanced features, including precise formatting, effective use of templates, seamless integration of multimedia, and robust document review tools. The core technologies covered revolve around Microsoft's cloud ecosystem, emphasizing OneDrive integration for saving and sharing, as well as the collaborative functionalities inherent to Word Online. By completing this certification, you will significantly enhance your digital literacy, streamline your workflow, and become a more effective communicator and collaborator in any modern professional environment, ultimately boosting your productivity and career prospects in today's remote and hybrid work landscapes.

Duration	4 Hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Word Online & Document Basics

- Navigating the Word Online Interface
- Understanding the Ribbon and Tabs
- Creating a New Document from Scratch or Template
- Opening and Saving Documents in OneDrive
- Basic Text Entry and Selection Techniques
- Keyboard Shortcuts for Efficiency

02 Module 2: Formatting Text and Paragraphs

- Applying Font Styles, Sizes, and Colors
- Bold, Italic, Underline, and Strikethrough
- Using Text Highlights and Clear Formatting
- Adjusting Line and Paragraph Spacing
- Creating Bulleted and Numbered Lists
- Setting Text Alignment and Indentation

03 Module 3: Document Structure and Enhancements

- Working with Page Breaks and Sections
- Inserting and Formatting Tables
- Adding Images from Device or Online Sources
- Resizing and Positioning Images
- Creating Hyperlinks to Web Pages or Other Documents
- Applying Styles and Themes for Consistent Design

04 Module 4: Collaboration and Review Features

- Sharing Documents for Viewing and Editing
- Real-time Co-authoring with Multiple Users

- Adding and Responding to Comments
- Tracking Changes and Accepting/Rejecting Edits
- Version History and Restoring Previous Versions
- Using the Read Aloud Feature

05 Module 5: Advanced Features and Accessibility

- Utilizing Find and Replace for Text Manipulation
- Checking Spelling and Grammar
- Using the Thesaurus for Word Enhancement
- Creating and Applying Custom Templates
- Checking Document Accessibility
- Printing Documents from Word Online

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Virtual Administrative Assistant**
- > **Remote Content Creator/Editor**
- > **Cloud-Based Project Coordinator**

FREQUENTLY ASKED QUESTIONS

Q: What are the key differences between Microsoft Word Online and the desktop application, and how does this course prepare me for both?

Microsoft Word Online is a streamlined, cloud-based version of Word designed for accessibility and real-time collaboration across devices, ideal for quick edits and shared projects. While it offers core functionalities, the desktop app provides a more extensive suite of advanced features. This course specifically focuses on mastering Word Online's unique strengths, such as its seamless integration with OneDrive and its powerful co-authoring tools. The skills you gain in online document management, sharing, and collaborative editing are directly transferable and highly valuable in any professional setting, complementing your understanding of the broader Microsoft Word ecosystem.

Q: What prerequisites are necessary for this 'Ms Word Online' course, and do I need to purchase any software?

As this course focuses on Microsoft Word Online, the primary prerequisites are a stable internet connection and a Microsoft account (which can be created for free). You do not need to purchase or install any desktop software; all the tools and features covered are accessible directly through a web browser. Familiarity with basic computer operations and web navigation is also recommended to get the most out of the training, as the course assumes a foundational level of digital literacy.

Q: How will mastering Ms Word Online specifically enhance my career prospects, especially in a remote or hybrid work environment?

Mastering Ms Word Online significantly boosts your career prospects by equipping you with essential skills for modern workplaces. You will learn to efficiently create, edit, and manage professional documents from anywhere, a crucial capability for remote and hybrid roles. The course emphasizes real-time collaborative features, enabling you to work seamlessly with teams regardless of location, which is highly valued by employers. This proficiency not only improves your

personal productivity but also positions you as a tech-savvy professional capable of leveraging cloud tools to drive efficient communication and project execution, making you a more competitive candidate for roles like Virtual Administrative Assistant, Remote Content Creator, or Cloud-Based Project Coordinator.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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