

# Microsoft Word 365 - Basic & Advanced

GoSkills online course syllabus

Thursday, May 1, 2025

**Skill level**

Beginner & Intermediate

**Lessons**

63

**Accredited by**

CPD

**Pre-requisites**

None

**Versions supported**

365, 2021, 2019

**Video duration**

4h 15m

**Estimated study time**

32h for all materials

**Instructor**

Andy Lanning

## Word Screen Elements

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### The Ribbon and Word Screen

An overview of the Word opening screen and Ribbon functionality.

2

### Quick Access Toolbar

Set up the vital buttons you use most to make your work easier.

3

### Navigating the Page

Learn how to control where you type and how to navigate within the page.

4

### Your First Document

Learn how to enter text and save your first document.

5

### Formatting Fonts

Format text with colors and apply fonts.

6

### Basic Letter Layout

Learn how to format a basic letter layout.

7

### Basic Cut, Copy, Paste

Cut, copy and paste is an essential skill to help minimize re-typing text.

## Essential Formatting Knowledge - The Home Ribbon

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- 8 **Styles Gallery**  
Learn how and why to apply predesigned Styles to text.
- 9 **Format Text with Fonts and Colors**  
Learn how to apply bold, italic, underline and Drop Caps styles to text.
- 10 **Format Painter**  
Quickly copy and paste “formats” with this amazing button.
- 11 **Practice with the FONT Group**  
Learn to apply various font styles and why they are used in professional documents.
- 12 **Basic Paragraph Formats**  
Paragraph format and alignment are important for proper document layout.
- 13 **Fun and Functional Paragraph Formats**  
Apply background colors or borders to paragraphs.
- 14 **Bullets and Numbering**  
Learn how to apply and control bullets and numbering.
- 15 **Indents**  
Learn how and when to use specific indent types.
- 16 **Line Spacing**  
Learn why you would want more space between the lines within paragraphs and how to apply the space.
- 17 **The Find/Replace Function**  
Learn to quickly find a word or format and replace it with an alternative.

## The File Ribbon

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- 18 **File, New**  
Explore the readily available document templates rather than creating a particular document from scratch.
- 19 **File, Recent**  
Learn to quickly preserve files and easily access your most used documents.

**20** File, Share  
View the various ways to collaborate with others on a document.

**21** File, Info and Security Considerations  
Password Protect a file or Recover an unsaved version.

## The View Ribbon

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**22** Document Views  
Learn how and why to use the different available document views.

**23** Navigation Pane  
Learn how the Navigation Pane assists with document management.

**24** Show and Zoom Controls  
How to add the Navigation pane and quickly zoom in and out of the document.

**25** Use Multiple Windows  
Learn about using multiple windows to view the same or various documents side-by-side.

## Intermediate Formatting Knowledge - The Insert Ribbon

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**26** Inserting Page Breaks and Blank Pages  
Quickly force a new page at the location you specify and/or add a blank page as well.

**27** Add a Cover Page  
Pre-designed cover pages add a professional look to your report.

**28** Creating Tables  
Tables provide a structure of columns and rows to help the user line up data, similar to a spreadsheet layout, but within a Word document.

**29** Inserting Pictures and Clip Art  
Learn how to apply and control picture sizes and placement.

**30** Online Pics and 3D Models  
How to find Online Pictures and add 3D Models as well as animated pictures.

- 31**    **Basic Use of Shapes**  
Learn to move and color shapes to draw attention to an area.
- 32**    **Screenshots**  
Learn how to capture a picture of your screen, modify it, and use it in a document.
- 33**    **Headers and Footers**  
Learn how to add Headers and Footers to a document.
- 34**    **Page Numbers and File Location Notes**  
Learn how to apply and control page numbers and insert file notes.
- 35**    **Word Art**  
Learn this creative text format often found on flyers, and a clever “rubber stamp” to use on documents.
- 36**    **Symbols**  
Symbols are a necessary and interesting toolset if using creative accents, foreign characters, or displaying mathematical formulas.

## Page Layout Ribbon

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- 37**    **Margins**  
Learn how to set margins to standard or custom settings.
- 38**    **Paper Orientation and Size**  
Learn how to change paper size and orientation depending on the document type.
- 39**    **Using Columns**  
Learn to divide text into long columns to make the best use of available space.
- 40**    **Paragraph Spacing**  
Learn how to control spaces between paragraphs all at one time and adjust spacing as needed.
- 41**    **Printing**  
Explore the various options within the Print dialogue box.

## References Ribbon

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- 42** Table of Contents  
Learn to create an automated Table of Contents.
- 43** Update the Table of Contents  
Learn how to update the Table of Contents when changes are made to a document.
- 44** Mark Entry for Table of Contents  
Learn to create an advanced-level Table of Contents using "Mark Entry".
- 45** Footnotes  
Learn to place footnotes and endnotes which link to the document text.
- 46** Citations and Bibliography  
Learn to cite your sources for a college paper or report.
- 47** Using Captions  
Learn to create and link captions to images and text.
- 48** Create an Index  
Create an Index organized by topic or keyword.

## Custom Styles

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- 49** Create and Apply a Style  
Learn to format text and save the style inside the Style Gallery for future use.
- 50** Rename, Modify, and Remove Styles  
After mastering styles, keep the Style Gallery tidy by editing or removing styles.
- 51** Reveal Formatting  
Learn to use the Reveal Formatting pane to look beyond surface formatting.
- 52** Selection Tool and Format Pane  
Learn to use this tool when working with graphics and styles.

## Mailings Ribbon

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**53** Envelopes and Labels  
Learn how to quickly produce a printed envelope or label for postal mail.

**54** Mail Merge to Labels  
Auto-populate a sheet of labels with text pulled from a list.

**55** Mail Merge to Envelopes  
Merge mailing lists to print directly onto envelopes.

**56** Mail Merge to Form Letters  
Auto-populate a form letter with various fields pulled from a list.

**57** Mail Merge to Emails  
Merge Outlook Contact lists into emails so each recipient gets a personal email.

**58** Mail Merge Tips from Experience  
Learn tips for label margins and ensure your labels print perfectly.

## Review Ribbon

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**59** Proofing  
Learn how to spellcheck, find a better word, or count the total words in a document.

**60** Language and Translation  
Translate an existing document or set the Word program to use a different language.

**61** Comments  
Learn to place notes in the margins of a document and control those notes.

**62** Track Changes  
Track changes will show which person made which changes in a document.

**63** Compare Documents  
Comparing documents takes two versions of a document and compares for changes.