

# Course Outline | Word Online

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1 day(s)

Microsoft Word Online is a cloud-based version of Microsoft's flagship word processor. It is part of Office 365, Microsoft's cloud-based office software suite. This course is intended to help all users get up to speed quickly with Word Online. Using Word Online, you can create professional documents of nearly any type. We will cover getting started with the app, formatting text, working with images and objects, and finalizing a document.

## Course Outline

### Getting Started

- Getting Started with Word Online
- Managing Documents
- Working with Text
- Finding and Replacing Text
- Changing View Options
- Getting Help in Word Online

### Formatting Text and Paragraphs

- Applying Character Formatting
- Creating Lists
- Controlling Paragraph Layout
- Using Styles

### Working with Images

- Inserting Images
- Resizing Images
- Adjusting Image Appearance

### Inserting Objects

- Adding Headers and Footers
- Inserting Footnotes and Endnotes
- Inserting Tables
- Modifying Tables
- Formatting Tables

### Finalizing Your Document

- Controlling Page Layout
- Using Language Tools
- Checking Accessibility
- Working with Comments
- Co-authoring Documents