



MICROSOFT 365 WORD ESSENTIALS

Create professional documents
with confidence.

Learn how to create, format, edit, organize, and share professional Word documents using Microsoft 365 Word. Build a strong foundation in document creation, formatting, tables, printing, and proofreading.



1 Day

(or two
half-day
sessions)



DELIVERY

Live Virtual
Instructor-Led



RESOURCES

Learning Guide
+ Guided Exercises



LANGUAGE

English or French



OVERVIEW

This practical course helps new Word users become comfortable creating, formatting, and sharing professional documents. Participants learn essential skills for working with text, paragraphs, tables, lists, page layouts, and printing.



WHO THIS COURSE IS FOR

- ✓ New Microsoft Word users.
- ✓ Employees creating business documents.
- ✓ Administrative professionals and support staff.
- ✓ Anyone looking to improve document formatting skills.



EXPECTED OUTCOMES

Participants will confidently create, format, edit, and share professional Word documents.



Create and
manage
documents.



Format documents
professionally.



Work with tables,
lists, and layouts.



Improve accuracy
and document
quality.



Prepare and
print documents
effectively.

COURSE TOPICS

01



Getting Started

Navigate the
Word
environment.

02



Documents & Views

Create and
manage
documents.

03



Editing Documents

Modify and
organize
content.

04



Formatting Text

Apply formatting
and styles.

05



Working with Tables

Create and
customize
tables.

06



Printing Documents

Control layout
and printing.

07



Proofing Documents

Improve accuracy
and review
content.



GUIDED PRACTICE

Practise Word skills in realistic
workplace document scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance
whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization
and industry.



PRACTICAL

Real-world Word document
examples.



IMMEDIATE IMPACT

Apply your new skills
immediately.

