

Word 365 Specialist Course Details

Department: Certification Courses

Presented by Magna Skills Development Institute

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Course Summary

Welcome to the Office 365 Word Web App Specialist workshop.

With Office 365, you can access your documents anywhere, and make some basic changes without using a computer where your desktop Office applications are installed.

Course Objectives

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

By the end of this workshop, you should be able to:

- Open and close documents in reading or editing view
- Understand the Office 365 web interface, including the home page, the team site, and the shared documents list
- Understand the Word 365 browser interface
- Upload a document to the Shared Documents library
- Open a document in Reading View or Editing View
- Page through documents
- Print from the reading view
- Find text
- Close a document
- Zoom to a different view
- Open the pop out
- Open in Editing View
- Understand document conversion
- Open a selected document in the Word desktop application
- Create a new file
- Save documents
- Type, select, and edit text
- Understand the Word web app interface
- Use cut, copy, and paste
- Undo and redo tasks
- Check spelling
- Print from the Editing View

- Access the Reading View
- Format fonts and paragraphs with a variety of features
- Use bullets and numbering
- Understand and use styles
- Insert and work with tables
- Insert links
- Insert and work with pictures
- Insert clip art

Course Outline

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Module Two: Welcome to Office Web Apps

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Document
- Module Two: Review Questions

Module Three: Viewing Web App Documents (I)

- Opening a Document
- Overview of the Reading View
- Paging Through Documents
- Printing From the Reading View
- Finding Text in Your Document
- Closing Documents
- Module three: Review Questions

Module Four: Viewing Web App Documents (II)

- Zooming in your Document

- Using the Pop Out
- Editing in Browser
- About Converting Documents
- Opening in Word
- Module Four: Review Questions

Module Five: Editing in the Browser

- A New File
- Saving Files
- The Word Web App Interface
- Typing Text
- Selecting Text with the Mouse or Keyboard
- Editing and Deleting Text
- Module Five: Review Questions

Module Six: Basic Editing Tasks

- Using Cut, Copy, and Paste
- Using Undo and Redo
- Checking Your Spelling
- Setting the Proofing Language
- Printing from the Editing View
- Accessing the Reading View
- Module Six: Review Questions

Module Seven: Font Formatting

- Understanding Levels of Formatting
- Changing Font Face and Size
- Changing the Font Color
- Adding Font Enhancements
- Highlighting Text
- Module Seven: Review Questions

Module Eight: Formatting Paragraphs

- Setting the Alignment
- Using Indents and Tabs
- Adding Bullets and Numbering
- Text Direction
- Module Eight: Review Questions

Module Nine: Working with Styles

- About Styles
- Quick Styles versus the Style Gallery
- Applying a Style
- Clearing Formatting
- Module Nine: Review Questions

Module Ten: The Insert Tools (I)

- Inserting a Table
- Adding Text to a Table
- Inserting Links
- Module Ten: Review Questions

Module Eleven: The Insert Tools (II)

- Inserting Pictures
- Inserting Clip Art
- Working with Pictures
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Lessons Learned



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Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.