

» Course Overview

This course introduces students to the world of Microsoft word. Students will get an insight into the use of the product within the business setting. Over 11 modules, students will learn everything from absolute basics like navigating Microsoft Word to performing complex tasks like graphic elements and collaboration. This course prepares students for the Microsoft Office Associate Microsoft Word Certification.

» Course Preview Video: <https://www.pointfuleducation.com/word-preview-video>

» Course Outline by Module

Module 1	Introduction to Microsoft Word
Module 2	Navigating Within Documents
Module 3	Saving and Sharing Documents
Module 4	Locating and Correcting Compatability Issues Part I
Module 5	Locating and Correcting Compatability Issues Part II
Module 6	Managing Tables and Lists Part I
Module 7	Managing Tables and Lists Part II
Module 8	Setting Starting Number Values and Managing References
Module 9	Inserting and Formatting Bibliographies and Graphic Elements Part I
Module 10	Inserting and Formatting Bibliographies and Graphic Elements Part II
Module 11	Managing Document Collaboration

» Instructional Components

Pointful Education Courses are structured in a consistent, research-based format utilizing multiple pedagogical concepts such as Understanding by Design, Growth Mindset, and Video and Project-based learning. Through the use of these pedagogical concepts, Pointful Education maintains a consistent and engaging course structure that supports student-centered learning.

» Certification

This course prepares students for the Microsoft Office Specialist: Word Associate certification:

<https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Office-365-and-Office-2019.aspx>

Course Structure



Instruction
56 %



Reflections
12 %



Projects
9 %



Concept Checks
14 %



Exams
9 %