

### »» 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 Outline by Module

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

### »» Course Elements

 Video Instruction

 Interactives

 Reading

 Projects

 Reflections

 Concept Checks

 Quizzes and Exams



[Course Preview Video](#)

### »» 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.

### »» Course Materials

This course requires specific external software. The purpose is to provide students with hands-on learning opportunities in which they gain experience working with the software related to the course. This will ensure students have the necessary experience and task-based practice required for success on the certification exam. Course Materials: Microsoft 365.