

**Microsoft 365 Word Productivity**

**Course Number:** MSO-118  
**Duration:** 0.5 days

**Overview**

[Microsoft Word](https://www.microsoft.com/en-us/microsoft-365/word), part of the Microsoft 365 suite, is a powerful word processor that allows users to create, format, manipulate, manage, and share text-based documents. Word makes it easy to create documents from scratch or use the built-in templates for resumes, newsletters, brochures, invoices, and more. Increase your team's MS Word productivity with this live, interactive Microsoft Word training course. Attendees learn tips and tricks, as well as how to format tables, apply styles, and much more.

**Prerequisites**

Students must have a basic familiarity with MS Word.

**Materials**

All MS Word training attendees receive a short reference handout covering the topics in the class.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft Word.

**Objectives**

* Master keyboard commands
* Get the most out of Word with tips and tricks
* Apply styles
* Work with tables
* Use the features in the Insert Menu
* Work with the newer features of Word

**Outline**

* Keyboard Commands and Tricks
* Top 5 Commands
* Styles
* Tables
* The Insert Menu
* Newer Features that are Amazing