

Certification Courses

Word 365 Specialist

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

MSD2992

DELIVERY

Online / Face-to-Face

DURATION

Flexible

PREPARED FOR

Organisation Approval

[Register for this Course](#)

[View Online Course Page](#)

Course Overview

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 Outcomes

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 / Curriculum

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

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda Kampala, Uganda Nairobi,

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning Remote Teams Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite Custom Dates Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Word 365 Specialist
Preferred Delivery Mode	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name

Signature / Stamp

Date