**MAGNA SKILLS DEVELOPMENT INSTITUTE**

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Certification Courses

# Word 365 Specialist

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

| COURSE CODE | DELIVERY | DURATION | PREPARED FOR |
|---|---|---|---|
| **MSD2992** | **Online / Face-to-Face** | **Flexible** | **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** | ☐ Online ☐ Face-to-Face ☐ Organisation-Based Training |
| **Preferred Training Venue / Date** | |
| **Estimated Number of Delegates** | |
| **Budget / Vote Number** | |
| **Contact Person** | |
| **Email / Mobile** | |

Authorised Name _____ Signature / Stamp _____ Date _____