



Microsoft Word 2024

SEHG-AI-1116 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Microsoft Word 2024 is the latest version of Microsoft's most widely used word processing software—built to help you create clean, professional, and well-structured documents more efficiently than ever. From quick letters to complex reports, Word has the tools to handle writing tasks of all kinds. It combines powerful editing and formatting tools with design features, templates, layout controls, and real-time collaboration—all in a user-friendly interface. In Word 2024, you'll find a refreshed look, smoother integration with OneDrive for cloud-based access, improved editing and review tools, and a stronger focus on personalization and accessibility. Everything is designed to help you stay organized, work faster, and produce high-quality documents across devices. The Microsoft Word 2024 course will provide participants with the practical skills needed to create, format, manage, and share professional documents using Word 2024. Participants will gain greater confidence in navigating key Word features, developing skills for both personal and professional settings.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Identify and navigate key Microsoft Word features
- Explore how to format text, tables, charts, and graphics
- Determine how to create and save documents
- Learn how to collaborate and share in the Cloud
- Navigate proofing and reviewing options
- Determine ways to customize and personalize Word

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives

- **Module 2 — Module One**
 - Navigating Word 2024
 - Home Screen and Navigation Pane
 - The Ribbon and Quick Access Toolbar
 - Aptos: The New Default Font
 - Understanding Views: Print Layout, Read Mode, Web Layout
 - Accessing Documents from OneDrive
- **Module 3 — Module Two**
 - Creating and Saving Documents
 - Creating a New Document
 - Saving and AutoSave
 - Opening Existing Documents
 - File Formats: DOCX, PDF, and Sharing Options
 - File Recovery and Version History
- **Module 4 — Module Three**
 - Formatting the Text
 - Applying Fonts, Colors, and Styles
 - Alignments, Line Spacing, and Indents
 - Using Numbering, Bullets, and Multilevel Lists
 - Applying Word Styles
 - Using Format Painter and Clear Formatting
- **Module 5 — Module four**
 - Working with Tables, Charts, and Graphics
 - Inserting Tables
 - Adding and Formatting Charts
 - Images, Icons, and Shapes
 - Using Text Wrapping and Positioning Options
 - Grouping Visual Elements
- **Module 6 — Module five**
 - Design Tools
 - Setting Margins, Orientation, and Paper Size
 - Using Themes, Style Sets, and SmartArt
 - Inserting Cover Pages, Section Breaks, and Columns
 - Headers, Footers, and Page Numbers
 - Design Elements: Borders, Shading, and Watermarks
- **Module 7 — Module Six**
 - Reviewing, Proofing, and Accessibility
 - Using Spell Check and Grammar
 - Read Aloud and Immersive Reader Tools
 - Accessibility Checker
 - Adding and Resolving Comments
 - Using Track Changes for Editing
- **Module 8 — Module Seven**
 - Collaboration and Sharing in the Cloud
 - Sharing Documents
 - Co-Authoring and Live Cursors
 - Using @mentions in Comments and Replies
 - Viewing and Restoring Document Versions
 - Teams Chat Within Word
- **Module 9 — Module Eight**
 - Working with Long and Structured Documents
 - Creating a Table of Contents
 - Adding Bookmarks, Hyperlinks, and Cross-References

- Citations, Bibliographies, and Footnotes
- Using Headers, Subheadings, and Outline View
- Navigation Pane
- **Module 10 — Module Nine**
 - Templates, Forms, and Customization
 - Using and Customizing Word Templates
 - Creating and Protecting Fillable Forms
 - Customizing the Ribbon and Quick Access Toolbar
 - Creating Building Blocks and AutoText Entries
 - Adjusting Word Settings for Efficiency and Personalization
- **Module 11 — Module ten**
 - Advanced Tables and Data Layouts
 - Merging and Splitting Cells
 - Sorting Data in Tables
 - Using Formulas in Tables
 - Controlling Table Breaks Across Pages
 - Repeating Header Rows and Table Positioning
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed. The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-AI-1116 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.