

091141 Microsoft® Word for Office 365™ (Desktop or Online): Part 1 Revision 1.0 to 1.1

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Section/Lesson/Topic Section	Name	Change Type
Throughout the course		<ul style="list-style-type: none"> • Reference to the subscription is changed from “Office 365” to “Microsoft 365”. • Images updated to reflect the current user interface. • Overheads updated to reflect the content changes. • Word for the Web (online) app notes updated to reflect feature/content changes. In this version, more of the features that were available in the desktop application are also available in the online app. • Activities updated to reflect the fact that students are saving their “My” files to a OneDrive folder rather than the Datafile folder.
Frontmatter	Setting Up the Course	<ul style="list-style-type: none"> • Adjusted setup steps to ensure the “new experience” interface for Office is turned on. • Adjusted setup steps to stay signed in to Office so that all features are available.
	After Class	<ul style="list-style-type: none"> • Updated steps.
Lesson 1, Topic A	The Ribbon	<ul style="list-style-type: none"> • Updated Student Note following figure.
	Ribbon Tabs	<ul style="list-style-type: none"> • Updated to include Draw tab content. • Updated content regarding ribbon tabs in the online app.
	Document Views	<ul style="list-style-type: none"> • Updated content.
	The Immersive Reader (NEW)	<ul style="list-style-type: none"> • Added new KB, including figure/slide.
	Open File Methods	<ul style="list-style-type: none"> • Updated figure/slide.
	How to Manage Opening and Closing Documents	<ul style="list-style-type: none"> • Updated procedure on How to Open an Existing Word Document from Within Word.
	Tell Me	<ul style="list-style-type: none"> • Now titled Microsoft Search. • Updated all related content (KB, How TOs, and applicable Activities).
	How to Navigate Within a Word Document	<ul style="list-style-type: none"> • Removed procedures on How to Open a Word Document, Open a Document from Word, and Scroll Through a Document.
	Activity: Navigating Within a Word Document	<ul style="list-style-type: none"> • Updates made to Steps throughout.
Lesson 1, Topic B	Text from a File	<ul style="list-style-type: none"> • Now titled Content Import Options. • Modified to include the new Reuse Files pane.

	AutoCorrect	<ul style="list-style-type: none"> • Updated content.
	Save Options	<ul style="list-style-type: none"> • Moved AutoSave supporting block to its own KB. • Updated Storage Locations supporting block.
	The AutoSave Feature (NEW)	<ul style="list-style-type: none"> • Content moved from Save Options KB.
	Microsoft OneDrive	<ul style="list-style-type: none"> • Moved from Topic D. • Content completely updated.
	Guidelines for Working Securely in OneDrive (NEW)	<ul style="list-style-type: none"> • New guidelines added.
	How to Sign in to Microsoft 365 and OneDrive	<ul style="list-style-type: none"> • Moved from Topic D. • Content updated.
	How to Create and Save Word Documents	<ul style="list-style-type: none"> • Updated procedure on How to Reuse Content from an Existing File. • Added procedure on How to Manage Automatically Saved Document Changes.
	Activity: Creating and Saving a New Document	<ul style="list-style-type: none"> • Steps 1, 2, 3 updated.
	Activity: Saving a Document to a Different File	<ul style="list-style-type: none"> • Step 3 and 4 updated.
	Activity: Saving Revisions in the Current File	<ul style="list-style-type: none"> • Before You Begin updated. • Steps 1 and 2 updated.
Lesson 1, Topic C	Window Views	<ul style="list-style-type: none"> • Online note updated as this functionality has changed. •
	How to Manage Window Views	<ul style="list-style-type: none"> • Deleted procedure on How to Open an Existing Word Document. • Updated procedures on How to Split a Window and Remove a Split and How to Open a Document in a New Window.
	Activity: Copying and Moving Text	<ul style="list-style-type: none"> • Step 1a, added Instructor Note and deleted substep 1m. • New Step 2 (was previously Step 1m).
	Activity: Editing to Control Paragraph Structure	<ul style="list-style-type: none"> • Step 1 and 6b updated.
Lesson 1, Topic D		All the four KBs, the How to section, and the activities updated with minor changes in the interface.
Lesson 2, Topic A	Font Options	<ul style="list-style-type: none"> • Online note for Change Case option updated.
	Activity: Applying Font Options	<ul style="list-style-type: none"> • Updated Step 1.
Lesson 2, Topic B	Rulers	<ul style="list-style-type: none"> • Online note updated.

	The Tab Character	<ul style="list-style-type: none"> • Online note updated.
Lesson 2, Topic C	The Tabs Dialog Box	<ul style="list-style-type: none"> • Added online note.
Lesson 2, Topic E		<ul style="list-style-type: none"> • Online notes updated throughout topic.
Lesson 3, Topic D	Word Options	<ul style="list-style-type: none"> • The Ease of Access tab is renamed to Accessibility. Content related to this tab updated and information about the Accessibility Checker added.
	Office Themes	<ul style="list-style-type: none"> • Updated with Use system setting option.
	Quick Access Toolbar	<ul style="list-style-type: none"> • Updated content.
	How to Customize the Word Interface	<ul style="list-style-type: none"> • All procedures updated.
Lesson 4, Topic A	Activity: Sorting Lists	<ul style="list-style-type: none"> • Step 3 updated.
Lesson 4, Topic B	How to Format Lists	<ul style="list-style-type: none"> • Updated procedure on How to Continue a Numbered List.
Lesson 5, Topic A	How to Insert a Table in a Document	<ul style="list-style-type: none"> • Updated Draw a Table procedure. • Removed Insert an Excel Spreadsheet.
Lesson 5, Topic B	How to Modify Table Rows and Columns	<ul style="list-style-type: none"> • Updated procedure on How to Resize Columns and Resize Rows.
Lesson 5, Topic C	The Table Design Contextual Tab	<ul style="list-style-type: none"> • Online note updated.
	How to Format a Table	<ul style="list-style-type: none"> • Added procedure on How to Clear Table Formatting.
Lesson 6, Topic B	Illustrations	<ul style="list-style-type: none"> • New supporting block on Screenshot tool.
	Pictures	<ul style="list-style-type: none"> • The new options named This Device and Stock Images to insert images included.
	Models	<ul style="list-style-type: none"> • Added Instructor note explaining that 3D models are covered in more depth in the PowerPoint curriculum.
	How to Add Images to a Document	<ul style="list-style-type: none"> • Added procedure on How to Insert an Online 3D Model, How to Insert a 3D Model, and How to Capture a Screenshot.
Lesson 7, Topic B	The Header and Footer Contextual Tab	<ul style="list-style-type: none"> • Name of the contextual tab changed. • Updated the online note.
Lesson 7, Topic D	Activity: Adding a Watermark to a Document	<ul style="list-style-type: none"> • Added new Step 2.
Lesson 8, Topic A	Spelling and Grammar Check Options	<ul style="list-style-type: none"> • Updated content. The Editor button replaced the Check Spelling button. • Updated Online note.
	How to Check for Errors and Readability Issues	<ul style="list-style-type: none"> • Updated all procedures.

	Activity: Checking Spelling, Grammar, and Readability	<ul style="list-style-type: none"> • Updated the activity steps. • Changed button name for Check Spelling and minor changes in the Editor pane options.
Lesson 8, Topic B	How to Preview and Print a Document	<ul style="list-style-type: none"> • Updated all procedures.
Lesson 8, Topic C	Intelligent Services	<ul style="list-style-type: none"> • Updated the content. The Smart Lookup feature is now available in the Microsoft Search feature.
	How to Use Research Tools	<ul style="list-style-type: none"> • All procedures updated. • Added procedure on How to Use the Smart Lookup Feature.
	Activity: Using Research Tools	<ul style="list-style-type: none"> • Updated steps in the activity related to the Smart Lookup feature.
Lesson 8, Topic D	Accessibility Checker	<ul style="list-style-type: none"> • Added information about status bar notifications.
	How to Create Accessible Word Documents	<ul style="list-style-type: none"> • Updated procedure on Add a Hyperlink ScreenTip.
Lesson 8, Topic E, Dictate Text in a Document (NEW)	The Dictate Command (NEW)	<ul style="list-style-type: none"> • Added new KB, including slide.
	Dictation Settings (NEW)	<ul style="list-style-type: none"> • Added new KB.
	The Transcribe Feature (NEW)	<ul style="list-style-type: none"> • Added new KB. This feature is only available in the online app.
	How to Dictate Text in a Document (NEW)	<ul style="list-style-type: none"> • New procedures added.
	Activity: Dictating Text in a Document (Optional) (NEW)	<ul style="list-style-type: none"> • New optional activity added.
Lesson 8, Topic F (Old Topic E)	File Format Options	<ul style="list-style-type: none"> • Added ODF 1.3 format to the table of options. • Updated online note to reflect that the command is now File→Export instead of Transform.
Glossary		<ul style="list-style-type: none"> • Added the following terms: accessibility, Draw tab, Immersive Reader. • Removed term Hide/Pin Ribbon.
Course Files	PowerPoints	<ul style="list-style-type: none"> • Updated slides to use widescreen template and to reflect UI and feature changes.
	Assessments, Data Files, and Mapping	<ul style="list-style-type: none"> • Updated per changes to content.