

091142 Microsoft® Word for Office 365™ (Desktop or Online): Part 2 Revision 1.0 to 1.1

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****NOTE: As updates were extensive, not all changes are documented in this table.****

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/figures updated to reflect the current user interface. Slides updated to reflect the content changes. Word for the Web (online) app notes updated to reflect feature/content changes. 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"> Setup completely updated. Adjusted setup steps to ensure the “new experience” interface for Office is turned on. Adjusted setup steps to stay signed into Office so that all features are available.
	After Class	<ul style="list-style-type: none"> Updated steps.
Lesson 1, Topic C	Formulas in Word	<ul style="list-style-type: none"> Updated content. Portion of content moved to new KB.
	Fields and Field Codes	<ul style="list-style-type: none"> KB moved here from Topic 3C.
	Number Format	<ul style="list-style-type: none"> Content from Formulas in Word used here to form new KB.
	Functions	<ul style="list-style-type: none"> Now titled Functions and Function Arguments.
Lesson 2, Topic A	The Create New Style from Formatting Dialog Box	<ul style="list-style-type: none"> Online note updated. This dialog box is available in Word for the web now but with very limited features.
Lesson 6, Topic C	Table of Contents	<ul style="list-style-type: none"> Online note added. A basic table of contents can now be inserted in Word for the Web.
Lesson 7, Topic A	The Mail Merge Recipients Dialog Box	<ul style="list-style-type: none"> Updated content. The Query Options dialog box is now updated to the Filter and Sort dialog box.
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.