

**091143 Microsoft® Word for Office 365™ (Desktop or Online): Part 3 Revision 1.0 to 1.1**

**Released July 2022**

Section/Lesson/Topic Section	Name	Change Type
Throughout the course		<ul style="list-style-type: none"> <li>• Reference to the subscription is changed from “Office 365” to “Microsoft 365”.</li> <li>• Images updated to align with new Office UI.</li> <li>• Files are now saved to OneDrive instead of a local folder. Instructions to manually saved have also been removed in favor of the AutoSave feature.</li> <li>• Changed Building with Heart URL throughout course to a URL that is registered with LO.</li> <li>• Slides updated to use latest LO widescreen template.</li> </ul>
Frontmatter	Setting Up the Course	<ul style="list-style-type: none"> <li>• Adjusted setup steps to stay signed into Office.</li> <li>• Added steps to turn on the “new experience” interface for Office.</li> </ul>
	After Class	<ul style="list-style-type: none"> <li>• Added a new Step 5a to open the Word Options dialog box.</li> <li>• Added a new Step 5d to close the Word Options dialog box.</li> <li>• Removed Step 6 as students no longer set their name and initials in the applicable activity.</li> </ul>
Lesson 1, Topic A	Selection of Graphic Elements	<ul style="list-style-type: none"> <li>• Changed Word for the Web note to indicate that you can press Shift to select multiple images.</li> </ul>
	Text Wrapping Styles	<ul style="list-style-type: none"> <li>• Swapped placement of “Behind Text” and “In Front of Text” in the table to align them with the options as they’re displayed in Word.</li> </ul>
	Wrap Points	<ul style="list-style-type: none"> <li>• Added image from slide as a figure in the book.</li> </ul>
	The Layout Dialog Box	<ul style="list-style-type: none"> <li>• Changed “relative to” vertical position alignment options.</li> <li>• Added “scale” as a configurable option for the Size tab description.</li> </ul>
	Rotate Images	<ul style="list-style-type: none"> <li>• Changed the names of the tab and the options button in the Word for the Web note.</li> </ul>
	How to Integrate Pictures and Text	<ul style="list-style-type: none"> <li>• In the Resize an Image procedure, removed the sentence in Step 3 about unlocking the aspect ratio, as this is not available from the ribbon.</li> <li>• Reworked the Wrap Text Around an Image Using Layout Options procedure.</li> <li>• Added a new procedure called Configure Wrap Points for an Image.</li> </ul>
	ACTIVITY: Integrating Pictures and Text	<ul style="list-style-type: none"> <li>• Added substeps to Step 1 for saving the file to OneDrive.</li> <li>• Modified Steps 2b and 8b to select “This Device” after selecting “Pictures”.</li> </ul>

		<ul style="list-style-type: none"> <li>• In the explanation in Step 9b, clarified that the text does not flow into the whitespace.</li> <li>• In Steps 10b and 10c, changed “purple” to “magenta.”</li> <li>• Replaced the image in Step 10c with one that shows the background with the proper areas kept.</li> <li>• Replaced the image in Step 10e with one that shows the hammer deselected.</li> <li>• Modified Step 10g to turn AutoSave on if it is not already. Also added an instructor note about manually saving if preferred.</li> </ul>
Lesson 1, Topic B	Compression	<ul style="list-style-type: none"> <li>• Clarified that the default compression option is set in the Word Options dialog box.</li> </ul>
	The Adjust Group	<ul style="list-style-type: none"> <li>• Reworded Word for the Web note to say that none of these options are available.</li> </ul>
	Corrections Options	<ul style="list-style-type: none"> <li>• Modified slide to include sharpness correction.</li> </ul>
	ACTIVITY: Adjusting Image Corrections Options	<ul style="list-style-type: none"> <li>• Changed title to “Using Image Correction Options”.</li> </ul>
	How to Adjust Image Appearance	<ul style="list-style-type: none"> <li>• In the Adjust Image Sharpness or Softness and Adjust Image Contrast and Brightness procedures, specified how to open the Format Picture pane in Step 3a.</li> <li>• In the Adjust Color Options procedure, clarified that “No Recolor” is actually the first effect shown under “Recolor”.</li> </ul>
	ACTIVITY: Compressing Pictures	<ul style="list-style-type: none"> <li>• Modified Step 3a to account for saving the file as a copy in OneDrive.</li> <li>• Modified Steps 1a and 3b so that students are selecting “Info” after “File”.</li> <li>• Changed Step 3c to close the document.</li> </ul>
Lesson 1, Topic C		<ul style="list-style-type: none"> <li>• Removed this topic as it didn’t quite fit with the lesson title/objective (“Manipulating Images”). Also, Microsoft seems to have reduced the functionality associated with inserting videos into Word, as it’s no longer possible to search YouTube from within Word; you can only insert the URL/embed code.</li> <li>• The “Video Links” KB has been moved to Lesson 4, Topic D.</li> <li>• The “Video Links in Web Documents” KB is now a supporting block of “Video Links”.</li> <li>• The “The Screenshot Tool” KB has been moved to Word Part 1.</li> <li>• The “Insert a Video Link” procedure from “How to Insert Other Media Elements” has been moved to the How To in Lesson 4, Topic D.</li> <li>• The “Capture a Screenshot” procedure from “How to Insert Other Media Elements” has been moved to Word Part 1.</li> </ul>

		<ul style="list-style-type: none"> <li>• The activity has been removed entirely. The My Newsletter.docx and MB Newsletter.docx files have had the video section at the bottom removed.</li> <li>• Changed second reflective question in the lesson summary to account for the removal of the video content.</li> </ul>
	Video Links	<ul style="list-style-type: none"> <li>• Removed the supporting block and added a new paragraph at the end about how to insert a video, as the process has been consolidated. Added a supporting block listing the supported video sharing sites.</li> </ul>
	The Screenshot Tool	<ul style="list-style-type: none"> <li>• Added note about this feature not being available in Word for the Web.</li> </ul>
	How to Insert Other Media Elements	<ul style="list-style-type: none"> <li>• In the Insert a Video Link procedure, removed the bullets under Step 3.</li> </ul>
Lesson 2, Topic A	Introduction	<ul style="list-style-type: none"> <li>• Removed note about Word for the Web not supporting these features, as it now does support adding text boxes.</li> </ul>
	Text Boxes	<ul style="list-style-type: none"> <li>• Removed note about Word for the Web not supporting text boxes.</li> </ul>
	The Text Box Gallery	<ul style="list-style-type: none"> <li>• Added note about pre-formatted text boxes not being supported in Word for the Web.</li> </ul>
	The Drawing Tools Format Contextual Tab	<ul style="list-style-type: none"> <li>• Changed KB title to “The Shape Format Contextual Tab”, as this is the name of the tab.</li> <li>• Added more options to the list, including layering, grouping, and rotation.</li> <li>• Added note about the limited options available in Word for the Web.</li> </ul>
	How to Create Text Boxes, Pull Quotes, and Sidebars	<ul style="list-style-type: none"> <li>• In the Draw a Text Box procedure, removed Step 1 as positioning the cursor is not necessary before drawing a text box.</li> <li>• In the Add a Text Box to the Text Gallery procedure, added a new Step 4d for adding a description to the building block.</li> </ul>
Lesson 2, Topic C	Introduction	<ul style="list-style-type: none"> <li>• Removed note about Word for the Web not supporting these features, as it now does support adding shapes and ink drawings.</li> </ul>
	The Drawing Canvas	<ul style="list-style-type: none"> <li>• Added sentence at end about saving shapes as image files.</li> <li>• Added note about Word for the Web providing a separate canvas for drawing shapes and ink.</li> </ul>
	Ink Drawings	<ul style="list-style-type: none"> <li>• New KB. This material covers the “ink” drawing tools that have been added to Word.</li> </ul>
	The Draw Tab	<ul style="list-style-type: none"> <li>• New KB. This material gives an overview of the new Draw tab and its ink tools.</li> </ul>
	How to Draw Shapes	<ul style="list-style-type: none"> <li>• Simplified lead-in sentence.</li> </ul>

		<ul style="list-style-type: none"> <li>• In the Insert a Shape procedure, removed Step 1 as positioning the cursor is not necessary before drawing a shape.</li> <li>• In the Insert a Shape procedure, in the first bullet under Step 4, changed 15-degree angles to 45-degree angles.</li> <li>• In the Insert a Shape procedure, removed the second bullet under Step 4, as this is describing the default behavior.</li> <li>• In the Format a Shape procedure, removed Step 3 as being redundant with the Add Text to a Shape procedure.</li> <li>• Added procedures: Draw Ink, Convert Ink to a Shape, and Save a Shape as an Image.</li> </ul>
	ACTIVITY: Drawing Shapes	<ul style="list-style-type: none"> <li>• Changed the name of the 12-pointed star shape to align with interface.</li> <li>• Added new Step 10d to close the Formatting Shapes pane.</li> </ul>
Lesson 2, Topic D	How to Create Complex Illustrations with SmartArt	<ul style="list-style-type: none"> <li>• Reworked the Add a Shape to a SmartArt Graphic procedure.</li> </ul>
	ACTIVITY: Creating Illustrations with SmartArt	<ul style="list-style-type: none"> <li>• Modified Step 4a as the text pane should appear automatically.</li> </ul>
Lesson 3, Topic A		<ul style="list-style-type: none"> <li>• Changed name of topic to “Share and Co-Author a Document” to more accurately reflect what students will be doing.</li> </ul>
	Document Sharing	<ul style="list-style-type: none"> <li>• Removed mention of floppy disks.</li> <li>• In the Email entry in the table, updated the note to reflect more common attachment size limits.</li> </ul>
	Document Versions	<ul style="list-style-type: none"> <li>• Changed KB title to “Document Recovery” to more accurately reflect the content.</li> <li>• Changed default AutoSave period from 10 minutes to 5.</li> <li>• Added student note about AutoSave making document recovery not always necessary.</li> </ul>
	Search by Document Properties	<ul style="list-style-type: none"> <li>• Added a note at the bottom of the table stating that the space between the property and the search term is not strictly necessary.</li> </ul>
	Shared Documents	<ul style="list-style-type: none"> <li>• Consolidated the different versions of Word that were mentioned.</li> <li>• Removed sentence implying that tracked changes and comments are not available in Word for the Web.</li> <li>• Reworked the list of considerations in the supporting block to account for how collaboration appears in current versions of Word.</li> </ul>

	How to Share Documents	<ul style="list-style-type: none"> <li>• In the Share a File to OneDrive procedure, added a new Step 6 for applying changes in the Link settings dialog box.</li> </ul>
	ACTIVITY: Co-Authoring a Document	<ul style="list-style-type: none"> <li>• New activity. Students partner up and make real-time changes on the same document; one student within Word for the desktop, the other within Word for the Web.</li> </ul>
	ACTIVITY: Configuring Your User Information	<ul style="list-style-type: none"> <li>• Retitled this activity to “Configuring Document Properties (Optional)” based on the changes noted below.</li> <li>• Made this activity optional.</li> <li>• Adjusted scenario to just mention changing document properties.</li> <li>• Removed Step 1 as unnecessary based on the previous (new) activity.</li> <li>• Removed Step 2 as unnecessary since students will be signed in as their Microsoft accounts and using that as their identities.</li> <li>• Modified what is now Step 4 to have students connect to and search their OneDrive folder in File Explorer.</li> </ul>
Lesson 3, Topic B	Track Changes	<ul style="list-style-type: none"> <li>• In the supporting block, mentioned new options for tracking changes for everyone or just one’s own.</li> <li>• Removed note about Word for the Web not supporting tracked changes.</li> </ul>
	Track Changes Options	<ul style="list-style-type: none"> <li>• Replaced table with a list that more accurately reflects the available options in the Advanced Options dialog box.</li> <li>• Added note about advanced options not being available in Word for the Web.</li> </ul>
	The Track Changes Indicator	<ul style="list-style-type: none"> <li>• Added note about where the indicator appears in Word for the Web.</li> </ul>
	Comments	<ul style="list-style-type: none"> <li>• Added supporting block about @mentions.</li> <li>• Removed noted about Word for the Web not supporting the ability to resolve comments, as it now does.</li> </ul>
	Markup Views	<ul style="list-style-type: none"> <li>• Added note about Word for the Web only showing all markup or no markup.</li> </ul>
	How to Work with Document Markups	<ul style="list-style-type: none"> <li>• In the Turn Track Changes On or Off procedure, reworded Step 1 to account for the For Everyone/Just Mine options.</li> </ul>
	ACTIVITY: Reviewing a Document	<ul style="list-style-type: none"> <li>• Added a new Step 1a to open Word, if necessary (i.e., if students did the optional activity).</li> <li>• Modified Step 2a and the instructor note to account for the new Tracked Changes options.</li> </ul>
Lesson 3, Topic C	Introduction	<ul style="list-style-type: none"> <li>• Removed note about features not being available for Word for the Web, as they now are.</li> </ul>

	The Revisions Pane	<ul style="list-style-type: none"> <li>• Added note about being able to choose how the pane displays (vertical vs. horizontal).</li> <li>• Added note about the pane not being available in Word for the Web.</li> </ul>
	Accept or Reject Changes	<ul style="list-style-type: none"> <li>• Added note about not being able to accept/reject all changes at once in Word for the Web.</li> </ul>
	Multiple Reviewers	<ul style="list-style-type: none"> <li>• Added note about combining changes not being supported in Word for the Web.</li> </ul>
	How to Review Tracked Changes	<ul style="list-style-type: none"> <li>• In the Reject Changes procedure, corrected the second bullet.</li> </ul>
Lesson 3, Topic D	Introduction	<ul style="list-style-type: none"> <li>• Added note about the features in this topic not being available in Word for the Web.</li> </ul>
	How to Combine Changes Made in Separate Documents	<ul style="list-style-type: none"> <li>• In the Combine Changes from Multiple Documents procedure, corrected the tab group in Step 2.</li> </ul>
	ACTIVITY: Comparing and Merging Document Changes	<ul style="list-style-type: none"> <li>• Added a new Step 2d to confirm the warning about accepting tracked changes. Also added an explanation.</li> <li>• Moved the student note to a new Step 2e in which students verify what they should be seeing.</li> </ul>
Lesson 4, Topic B	How to Add and Update Cross-References	<ul style="list-style-type: none"> <li>• In the Create a Cross-Reference Procedure, reworked Steps 4 and 5 to be more general as to which type of object is being referenced.</li> </ul>
	ACTIVITY: Updating a Cross-Reference	<ul style="list-style-type: none"> <li>• Added a new Step 2c to deselect the text.</li> </ul>
Lesson 4, Topic C	How to Work with Bookmarks	<ul style="list-style-type: none"> <li>• In the Insert a Bookmark procedure, removed Step 5 as the Bookmark dialog box closes automatically after adding a bookmark.</li> </ul>
Lesson 4, Topic D		<ul style="list-style-type: none"> <li>• Changed title to “Add Links” to account for the move of the video linking content.</li> </ul>
	The Edit Hyperlink Dialog Box	<ul style="list-style-type: none"> <li>• Changed “Delete Link” to “Remove Link” in the Word for the Web note.</li> </ul>
	ACTIVITY: Inserting Hyperlinks	<ul style="list-style-type: none"> <li>• Modified Step 1c to explicitly select the appropriate folder.</li> <li>• In what is now Step 3b, added a student note about being prompted by a security notice.</li> </ul>
Lesson 4, Topic E	Footnotes and Endnotes	<ul style="list-style-type: none"> <li>• In the “ScreenTips” supporting block, clarified that the ScreenTip is shown in the previous figure.</li> </ul>
	The Footnote and Endnote Dialog Box	<ul style="list-style-type: none"> <li>• In the “Number format” table entry, changed “asterisks” to “symbols” as this formatting option contains multiple types of symbols, not just asterisks.</li> </ul>

		<ul style="list-style-type: none"> <li>• In the “Apply changes to” table entry, changed “a specific section” to “specific text” as the “This section” option seems to no longer appear even when section breaks are in the document.</li> </ul>
	How to Work with Footnotes and Endnotes	<ul style="list-style-type: none"> <li>• Changed instances of “This Section” with “Selected text”.</li> </ul>
Lesson 4, Topic F	Citation Styles	<ul style="list-style-type: none"> <li>• Reduced table of citation styles in the supporting block to only show some of the most common, and reworded the title and lead-in for the supporting block. Also added note about the table not being exhaustive.</li> </ul>
Lesson 4 Mastery Builder		<ul style="list-style-type: none"> <li>• Added Solutions file for Mastery Builder.</li> <li>• Added a new Step 4 to have students update the Types of Risks link to their own local copy of the document.</li> </ul>
Lesson 5, Topic A	ACTIVITY: Removing Personal Information	<ul style="list-style-type: none"> <li>• Removed mention of tracked changes throughout activity as the document includes comments only.</li> <li>• Changed instructor note to mention Show Comments, if necessary.</li> <li>• Removed Step 2b about being prompted to save.</li> </ul>
Lesson 5, Topic B	Protected View	<ul style="list-style-type: none"> <li>• Clarified that protected view applies to documents originating from the Internet.</li> </ul>
	Application Guard for Office	<ul style="list-style-type: none"> <li>• New KB.</li> </ul>
	Mark as Final	<ul style="list-style-type: none"> <li>• Clarified that the Mark as Final option is on the Info tab of the Backstage view.</li> </ul>
Lesson 5, Topic C	Introduction	<ul style="list-style-type: none"> <li>• In the note about Word for the Web, adjusted steps for opening a document in Viewing mode.</li> </ul>
	How to Work with a Document Password	<ul style="list-style-type: none"> <li>• In the Set a Document Password Using the Save As Dialog Box procedure, added a new Step 2 to select a location first.</li> </ul>
Lesson 5, Topic D	Digital Certificates	<ul style="list-style-type: none"> <li>• Clarified that digital certificates can also apply to entities in general, not just people.</li> </ul>
	How to Add a Digital Signature and Sign a Document	<ul style="list-style-type: none"> <li>• In the Create a Self-Signed Certificate procedure, changed the typical path to SELF CERT.exe in Step 1.</li> <li>• In the Sign a Document procedure, added a new Step 7 for closing the Signature Confirmation dialog box.</li> <li>• In the Sign a Document procedure, removed the last three steps as they are not required for signing the document.</li> <li>• In the Remove a Digital Signature procedure, removed the errant sentence in Step 3 about signing the document with a tablet.</li> </ul>

	ACTIVITY: Digitally Signing a Document	<ul style="list-style-type: none"> <li>Modified Step 7 so that students also notice the AutoSave feature is off.</li> <li>Reworded the explanation for what's shown on the Info tab.</li> </ul>
Lesson 6, Topic A	Form Fields	<ul style="list-style-type: none"> <li>Removed KB. This KB used the term "form fields" generally but mostly described the legacy form fields, which by now are discouraged in favor of the newer content controls. The legacy form fields are still described in a supporting block in the "Content Controls" KB.</li> </ul>
	Form Field Options	<ul style="list-style-type: none"> <li>Removed KB for similar reasons.</li> </ul>
	Content Controls	<ul style="list-style-type: none"> <li>Added more explanatory information to the Legacy Form Fields supporting block.</li> </ul>
	ACTIVITY: Adding Controls to a Form	<ul style="list-style-type: none"> <li>Changed instances of "field" to "control".</li> </ul>
	ACTIVITY: Locking and Saving Forms	<ul style="list-style-type: none"> <li>Modified Step 3 to account for different saving steps.</li> </ul>
Lesson 6, Topic B	How to Remove Form Fields and Content Controls	<ul style="list-style-type: none"> <li>Changed title to "How to Remove Content Controls".</li> <li>Removed Remove a Form Field procedure.</li> </ul>
Lesson 7, Topic A	Trust Center	<ul style="list-style-type: none"> <li>Added new entry to the table for the "Form-based Sign-in" category.</li> </ul>
	File Validation	<ul style="list-style-type: none"> <li>Removed KB. If such a feature still exists, it appears to no longer be configurable or visible.</li> </ul>
	ACTIVITY: Discussing Macro Uses and Concerns	<ul style="list-style-type: none"> <li>Replaced references to Edge with the more general "your browser."</li> </ul>
Lesson 7, Topic B	Keyboard Shortcuts for Macros	<ul style="list-style-type: none"> <li>Reworked KB so that it more accurately describes what is shown and where in the Customize Keyboard dialog box.</li> </ul>
	ACTIVITY: Recording a Macro	<ul style="list-style-type: none"> <li>Changed "http" to "https" throughout.</li> </ul>
Glossary	digital signature	<ul style="list-style-type: none"> <li>Generalized the definition.</li> </ul>
	file validation	<ul style="list-style-type: none"> <li>Removed definition for reasons state previously.</li> </ul>
	form field	<ul style="list-style-type: none"> <li>Removed definition, as the term more accurately refers to legacy form fields, which are already defined.</li> </ul>
	ink	<ul style="list-style-type: none"> <li>Added definition.</li> </ul>