

## Zoho Writer Online Training Course

OEM: Zoho Corporation • Code: ZOHO\_WRITER\_ONLINE\_TRAINING\_COURSE

### COURSE DESCRIPTION

Zoho Writer is a web based word processor that allows you to write, edit, and collaborate on your documents in real-time. With its multi-lingual writing assistant Zia users can polish their content with style and grammar suggestions. Zoho Writer also offers multi-stage workflows, iOS and Android mobile apps, mobile web browser support to streamline your business process and access your content from anywhere. Do more with your documents - merge documents, create fillable forms, and send for eSignature collection.

### AUDIENCE PROFILE

- Businesses which need a robust word processor and content creation tool to generate business documents, automate business processes, and collaborate with peers in real-time. Also for individuals who wish to create concise and impactful content.

### PREREQUISITES

- This section doesn't contain any content.

### COURSE OBJECTIVES

**By the end of this course, participants will be able to:**

- This section doesn't contain any content.

### COURSE OUTLINE

#### Module 1: Day 1 (4 Hours)

##### Introduction

- A quick introduction to Zoho Writer

##### Accelerating content creation

- AI-driven content generation
- Also includes a distraction-free editor, focus editing mode, and more.

## Simplifying document design with advanced layouts and design

- Multi-column layouts
- Mixed orientation within the same document or page
- Textboxes
- A host of features like built-in cover pages library, TOC, flexible headers and footers, styles and themes with custom style, Quick Text, page borders, and more.

## Real-time collaboration

- Real-time collaborative editing
- Lock/mask content for specific collaborators
- Set comments visibility
- Advanced document sharing capabilities, roles for collaborators, and more.

## Module 2: Day 2 (4 Hours)

### Accelerating content review

- AI-driven writing assistant-Zia
- Style suggestions with readability scores and word cloud
- Review and approve documents with workflow
- Grammar and spell check
- Track changes with collaborative editing
- Compare versions, check style issues, and more.

### Automation templates

- Automated multi-stage document reviews; Negotiate terms/conditions with comments and track changes
- Hands-free creation of personalized business documents such as contracts, proposals, and invoices
- Dynamic QR codes, conditional text display, repeating regions/blocks, fillable forms
- Create interactive forms and collect data.
  - Learn how to create fillable forms from paper forms, embed formulas, conditional fields, prefill data from a variety of sources, and more.
- Streamline digital signature collection.
  - Learn how to add conditional signers, collect signatures in bulk, and more.

### Productivity enhancers

- Built-in translator
- Integrations with various productivity apps to streamline business processes
- Exclusive iOS and Android native apps
- Unrestricted access from mobile device web browsers