



Word 2019 - Part 1

Summary

Length: 8 hours Level: Foundational

In this course, you'll learn how to use Word 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. Microsoft Word 2019 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun.

Learning Objectives

In this course, you will learn fundamental Word skills.

You will:

Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.

Format text and paragraphs.

Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.

Enhance lists by sorting, renumbering, and customizing list styles.

Create and format tables.

Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.

Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.

Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Course Outline

1. Getting Started with Word 2019

Topic A- Navigate in Microsoft Word

Topic B- Create and Save Word Documents

Topic C- Manage Your Workspace

Topic D- Edit Documents

Topic E- Preview and Print Documents

Topic F- Customize the Word Environment

2. Formatting Text and Paragraphs

Topic A- Apply Character Formatting

Topic B- Control Paragraph Layout

Topic C- Align Text Using Tabs

Topic D- Display Text in Bulleted or Numbered Lists

Topic E- Apply Borders and Shading

3. Working More Efficiently

Topic A- Make Repetitive Edits

Topic B- Apply Repetitive Formatting

Topic C- Use Styles to Streamline Repetitive Formatting Tasks

4. Managing Lists

Topic A- Sort a List

Topic B- Format a List

5. Adding Tables

Topic A- Insert a Table
Topic B- Modify a Table
Topic C- Format a Table
Topic D- Convert Text to a Table

6. Inserting Graphic Objects

Topic A- Insert Symbols and Special Characters
Topic B- Add Images to a Document

7. Controlling Page Appearance

Topic A- Apply a Page Border and Color
Topic B- Add Headers and Footers
Topic C- Control Page Layout
Topic D- Add a Watermark

8. Preparing to Publish a Document

Topic A- Check Spelling, Grammar, and Readability
Topic B- Use Research Tools
Topic C- Check Accessibility
Topic D- Save a Document to Other Formats

Audience

This course is intended for students who want to learn basic Word 2019 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Prerequisites

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. To meet this prerequisite, you can take any one or more of the following courses: Using Microsoft Windows 10 Microsoft Windows 10: Transition from Windows 7