

Document Generated: 12/17/2025

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Next Course Date: **January 12, 2026**

Microsoft Office Word 2019: Part 1



About This Course:

This beginner-level course introduces you to Microsoft Word 2019, equipping you with the essential skills to create, edit, and format professional-looking documents. You'll learn how to structure content, format text and paragraphs, insert tables and

lists, apply design and layout features, and use built-in proofing tools. With Word 2019's powerful features and user-friendly interface, you'll be able to streamline document creation and produce polished results—whether for work, school, or personal projects.

Course Objectives:

- Create and save new Word documents
- Edit, organize, and format text effectively
- Apply paragraph styles and spacing for clarity and emphasis
- Insert tables and bulleted/numbered lists to organize information
- Use themes, borders, and layout tools to enhance document design
- Proofread documents using spelling, grammar, and word count tools

Audience:

- Beginners with little to no experience using Microsoft Word
- Office professionals and administrative staff handling written documentation

Prerequisites:

- None

Course Outline:

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