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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Next Course Date: March 6, 2026

Microsoft Office Word 2019: Part 2

About This Course:

Take your Word skills to the next level with Microsoft Word 2019 – Part 2. This intermediate-level course is designed for users who already know the basics of Word and want to boost their productivity and document design skills.

You'll learn to organize complex content with tables and charts, customize formatting using styles and themes, and use Quick Parts to insert reusable content. The course also covers templates for consistency and document flow control for more professional and polished outputs.

Course Objectives:

- Create and format professional tables and charts to organize and present data
- Use built-in styles and themes to standardize document appearance
- Insert reusable elements with Quick Parts to streamline workflow
- Apply and modify templates for consistent document formatting
- Manage section breaks, pagination, and text flow for structured documents

Audience:

- Professionals who regularly prepare reports, proposals, or structured documents
- Administrative assistants and office staff
- Students and researchers needing to improve document design
- Anyone looking to move from basic to intermediate Word usage

Prerequisites:

- Completed Microsoft Word 2019 Part 1 or have equivalent basic knowledge

Course Outline:

- Working with Tables and Charts
- Styles and Themes

- Quick Parts and Building Blocks
- Using and Customizing Templates
- Controlling Document Flow