

## **Intermediate Microsoft Word 2019 (MS-55273)**

**Modality:** Virtual Classroom

**Duration:** 1 Day

### ***About this course:***

This is an intermediate level class which teaches on the different concepts in Microsoft Word in a much in-depth manner. This Intermediate Microsoft Word 2019 training class is a one-day class which you gives you the advantage of gaining the skills of this comprehensive course in only one day. This is meant for the students who want to increase their knowledge and gain an in-depth understanding of MS Word 2019 and its working in Windows, as well as advancing their abilities and techniques in create, edit, and print the documents. Not only this, students will also get to learn about advanced formatting, making use of Word 2019 drawing tools, designing and regulating tables, and operating the column layouts.

On average, an Office 365 Consultant is \$104,073 per annum.

### ***Learning Objectives:***

The course has the following learning objectives:

- Gaining understanding of using Word 2019 advanced-level editing features
- Gaining understanding of working with images, which also includes placing and sizing images, wrapping text around images, and using borders and effects.
- Gaining understanding of amending page orientation and layout
- Gaining understanding of operating columns
- Gaining understanding of the method and working of page and section breaks
- Gaining understanding of document views, by making use of the navigation pane and viewing multiple windows at one time.

### ***Audience:***

This course is designed for and suitable for the students who have foundational skills in operating Microsoft Word 2019. This for the students who now want to enhance their skills and get expertise in the intermediate-level skills of Word, or for those students who want to gain understanding of the concepts discussed in this course in the 2019 version.

### ***Requirements:***

It is important for the students to have knowledge in basic-level skills of Word.

### ***Course Outline:***

#### **Module 1: Advanced Formatting**

This module explains how to use advanced formatting techniques in Microsoft Word.

## Lessons

- Shading and Borders
- Setting Line and Paragraph Spacing
- Changing Styles
- Paragraph Marks and Other Formatting Symbols
- Using Formatting Symbols
- Editing PDF Documents in Microsoft Word

## Lab : Advanced Formatting Exercises

- Using Shading and Borders
- Changing Styles
- Using Formatting Symbols
- Editing PDF Documents and Microsoft Word

After completing this module, students will be able to:

- Use shading and borders to enhance your document.
- Set line and paragraph spacing.
- Format your document using styles.
- Show, hide and use formatting symbols.
- Edit PDFs in Word.

## Module 2: Working with Tables

This module explains how to work with tables in Microsoft Word.

## Lessons

- Inserting a table
- Table styles
- Formatting a Table

## Lab : Working with Tables Exercises

- Insert a Table
- Adding Styles to a Table
- Formatting a Table

After completing this module, students will be able to:

- Insert a table into a document.
- Format a table using styles.
- Format data within a table.

## **Module 3: Working with Images**

This module explains how to work with images in Microsoft Word.

### **Lessons**

- Inserting Images
- Placing and Sizing Images
- Wrapping Text around an Image
- Adjusting Images
- Borders and Effects

### **Lab : Working with Images Exercises**

- Insert an Image into a Microsoft Word Document
- Place and Size an Image in a Microsoft Word Document
- Wrapping Text around an Image
- Adjusting Images in Microsoft Word
- Adding Borders and Effects to Images in Microsoft Word

After completing this module, students will be able to:

- Insert images into a Microsoft Word document.
- Place and size images in a Microsoft Word document.
- Wrap text around images.
- Adjust the look and feel of images.
- Add borders and effects to images.

## **Module 4: Page Layout**

This module explains how to work with page layout options in Microsoft Word.

### **Lessons**

- Orientation and Paper Size
- Using Live Layout and Alignment Guides
- Working with Columns
- Advanced Formatting
- Working with Fields
- Page and Section Breaks

## Lab : Page Layout Exercises

- Changing the Page Setup
- Adding Page and Section Breaks

After completing this module, students will be able to:

- Set the page orientation as portrait or landscape.
- Set the print size of the paper.
- To split your text into multiple columns.
- To add page breaks.
- To add section breaks.

## Module 5: Working with Illustrations

This module explains how to work with Illustrations in Microsoft Word.

### Lessons

- Adding and Editing Charts
- Working with Clip Art
- Using Shapes
- Working with Icons
- Working with SmartArt
- Creating Captions
- Using Building Blocks

## Lab : Working with Illustrations Exercises

- Working with Charts
- Working with Clip Art
- Adding Shapes
- Working with Smart Art
- Inserting a Building Block in a Document

After completing this module, students will be able to:

- Insert charts into Microsoft Word documents.
- Edit charts in Microsoft Word documents.
- Use clip art to illustrate your documents.
- Insert shapes into Microsoft Word documents.
- Use SmartArt to illustrate your documents.
- Use captions.

Use Word Building Blocks

## Module 6: Viewing Your Documents

This module explains how work with viewing options in Microsoft Word.

### Lessons

- Document Views
- Using the Navigation Pane
- Multiple Windows

### Lab : Viewing Your Documents Exercises

- Using the Navigation Pane
- Working with Multiple Windows

After completing this module, students will be able to:

- Show and hide the Navigation pane.
- Use the Navigation pane to quickly get to different sections of your document.
- Use the Navigation pane to reorganize your document.
- Use the Navigation pane to search within your document.
- Use multiple windows to view different parts of one document at the same time.
- Use multiple windows to view multiple documents at the same time.