

Microsoft Office Word 2019

Modality: Self-Paced Learning

Duration: 9 Hours

About this Course:

Technology is changing at a rapid pace, so you need to keep up to date with the new changes to enhance your productivity and learn valuable new skills, this course teaches all the skills for Microsoft Word 2019. Specifically, the skills required to undertake the Microsoft Certificate and will be useful if you wish to take the exam.

Course Objectives:

- Master Microsoft Word from Beginner to Advanced
- Track and accept/reject changes to your documents
- Page and Section Breaks
- Tab Stops and their Alignments
- Mail Merge to create Form Letters, Mailing Labels, Emails and more
- Create Tables to organize your data, and perform calculations
- Create Print and Dynamic Electronic Automated Forms

Audience:

- The target audience for this course are candidates who wish to learn the Word 2019 including skills such as creating and editing documents; adding tables and lists, and leveraging different features to make your document better.

Prerequisites:

- Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management.

Course Outline:

Microsoft Office Word 2019: Part 1

- Course Introduction
- Chapter 1 - Getting Started with Word 2019
- Chapter 2 - Formatting Text and Paragraphs
- Chapter 3 - Working More Efficiently
- Chapter 4 - Managing Lists
- Chapter 5 - Adding Tables
- Chapter 6 - Inserting Graphic Objects
- Chapter 7 - Controlling Page Appearance

- Chapter 8 - Preparing to Publish a Document
- Course Closure

Microsoft Office Word 2019: Part 2

- Course Introduction
- Chapter 1 - Organizing Content Using Tables and Charts
- Chapter 2 - Customizing Formats Using Styles and Themes
- Chapter 3 - Inserting Content Using Quick Parts
- Chapter 4 - Using Templates to Automate Document Formatting
- Chapter 5 - Controlling the Flow of a Document
- Chapter 6 - Simplifying and Managing Long Documents
- Chapter 7 - Using Mail Merge to Create Letters, Envelopes, and Labels
- Course Closure

Microsoft Office Word 2019: Part 3

- Course Introduction
- Chapter 1 - Manipulating Images
- Chapter 2 - Using Custom Graphic Elements
- Chapter 3 - Collaborating on Documents
- Chapter 4 - Adding Document References and Links
- Chapter 5 - Securing a Document
- Chapter 6 - Using Forms to Manage Content
- Chapter 7 - Automating Repetitive Tasks with Macros
- Course Closure