

Word 2019 Intermediate

Length: 1 Day

Overview: After you master the basics of creating, editing, and printing Microsoft® Word documents, you're ready to move on to tackling the more advanced features. In this course, you will work with features such as formats, styles, and templates to create professional documents with a consistent look and feel. You will add visual interest to your documents by using the tables and charts features. Quick Parts and templates provide efficiency and consistency when adding content, and long complex documents can be simplified and managed in Master Documents. Finally, you will use the mail merge feature to automate sending individual letters to customers.

Creating professional-looking documents can give you and your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings can help reduce expenses. Mastering these techniques will make you a valued employee in your organization.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certifications.

Course Objectives: In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents.

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using Quick Parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.
- Use mail merge to create letters, envelopes, and labels.

Prerequisites: Word 2019 Introduction

COURSE CONTENT

Lesson 1: Organizing Content Using Tables and Charts

Topic A: Sort Table Data

Topic B: Control Cell Layout

Topic C: Perform Calculations in a Table

Topic D: Create a Chart

Topic E: Add an Excel Table to a Word Document (Optional)

Lesson 2: Customizing Formats Using Styles and Themes

Topic A: Create and Modify Text Styles

Topic B: Create Custom List or Table Styles

Topic C: Apply Document Themes

Lesson 3: Inserting Content Using Quick Parts

Topic A: Insert Building Blocks

Topic B: Create and Modify Building Blocks

Topic C: Insert Fields Using Quick Parts

Lesson 4: Using Templates to Automate Document Formatting

Topic A: Create a Document Using a Template

Topic B: Create and Modify a Template

Topic C: Manage Templates with the Template Organizer

Lesson 5: Controlling the Flow of a Document

Topic A: Control Paragraph Flow

Topic B: Insert Section Breaks

Topic C: Insert Columns

Topic D: Link Text Boxes to Control Text Flow

Lesson 6: Simplifying and Managing Long Documents

Topic A: Insert Blank and Cover Pages

Topic B: Insert an Index

Topic C: Insert a Table of Contents

Topic D: Insert an Ancillary Table

Topic E: Manage Outlines

Topic F: Create a Master Document

Lesson 7: Using Mail Merge to Create Letters, Envelopes, and Labels

Topic A: Use Mail Merge

Topic B: Merge Envelopes and Labels

Appendix A: Mapping Course Content to Word Associate (Office 365 and Office 2019): Exam MO-100

Appendix B: Mapping Course Content to Word Expert (Office 365 and Office 2019): Exam MO-101

Appendix C: Microsoft® Office Word 2019 Common Keyboard Shortcuts