

## Word 2019 Introduction

**Length:** 1 Day

**Overview:** These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft® Word 2019 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

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 fundamental Word skills.

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

## COURSE CONTENT

Lesson 1: Getting Started with Word 2019

**Topic A:** Navigate in Microsoft Word

**Topic B:** Create and Save Word Documents

**Topic C:** Manage Your Workspace

**Topic D:** Edit Documents

**Topic E:** Preview and Print Documents

**Topic F:** Customize the Word Environment

Lesson 2: Formatting Text and Paragraphs

**Topic A:** Apply Character Formatting

**Topic B:** Control Paragraph Layout

**Topic C:** Align Text Using Tabs

**Topic D:** Display Text in Bulleted or Numbered

Lists

**Topic E:** Apply Borders and Shading

Lesson 3: Working More Efficiently

**Topic A:** Make Repetitive Edits

**Topic B:** Apply Repetitive Formatting

**Topic C:** Use Styles to Streamline Repetitive Formatting Tasks

Lesson 4: Managing Lists

**Topic A:** Sort a List

**Topic B:** Format a List

Lesson 5: Adding Tables

**Topic A:** Insert a Table

**Topic B:** Modify a Table

**Topic C:** Format a Table

**Topic D:** Convert Text to a Table

Lesson 6: Inserting Graphic Objects

**Topic A:** Insert Symbols and Special Characters

**Topic B:** Add Images to a Document

Lesson 7: Controlling Page Appearance

**Topic A:** Apply a Page Border and Color

**Topic B:** Add Headers and Footers

**Topic C:** Control Page Layout

**Topic D:** Add a Watermark

Lesson 8: Preparing to Publish a Document

**Topic A:** Check Spelling, Grammar, and Readability

**Topic B:** Use Research Tools

**Topic C:** Check Accessibility

**Topic D:** Save a Document to Other Formats

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