

## Word 2019 - Part 1

### Overview

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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. 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.

### Prerequisite Comments

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To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. To meet this prerequisite, you can take any one or more of the following courses:

Using Microsoft® Windows® 10

Microsoft® Windows® 10: Transition from Windows® 7

### Target Audience

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This course is intended for students who want to learn basic Word 2019 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

### Course Objectives

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In this course, you will learn fundamental Word skills.

You will:

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 Outline

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## 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

## 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

## 3 - Working More Efficiently

Topic A: Make Repetitive Edits  
Topic B: Apply Repetitive Formatting  
Topic C: Use Styles to Streamline Repetitive Formatting Tasks

## 4 - Managing Lists

Topic A: Sort a List  
Topic B: Format a List

## 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

## 6 - Inserting Graphic Objects

Topic A: Insert Symbols and Special Characters  
Topic B: Add Images to a Document

## 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

## 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

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