

Microsoft Office Word 2019: Part 1

Course Overview

This course will introduce students to Microsoft Office Word 2019, including formatting text and paragraphs, working more efficiently, managing lists, adding tables, inserting graphic objects, controlling page appearance, and preparing to publish a document.

<u>Course Introduction</u>	3m
Instructor Introduction	
Course Introduction	
<u>Chapter 1 - Getting Started with Word 2019</u>	52m
Getting Started with Word 2019	
Topic A: Navigate in Microsoft Word	
Word's Place in Office	
Word - Desktop Application or Mobile App	
Word Documents	
The Word Application Window	
The Ribbon	
Document Views	
The Help Pane	
The Navigation Pane	
Demo - Navigating Within a Word Document	
Topic B: Create and Save Word Documents	
Demo - Creating and Saving a New Document	
Demo - Saving a Document to a Different File	
Demo - Saving Revisions in the Current File	
Topic C: Manage Your Workspace	
Window Views	
Demo - Managing the Workspace	
Topic D: Edit Documents	
Text Selection Techniques	
Demo - Selecting Text	
Demo - Copying and Moving Text	
Demo - Editing to Control Paragraph Structure	
Topic E: Preview and Print Documents	
Preview and Print Options	
Demo - Previewing and Printing a Document	
Topic F: Customize the Word Environment	
Demo - Customizing the Word User Interface	
Chapter 1 Review	
<u>Chapter 2 - Formatting Text and Paragraphs</u>	35m
Formatting Text and Paragraphs	
Topic A: Apply Character Formatting	

Font Formatting in Word
Demo - Applying Font Options
Demo - Highlighting Text
Topic B: Control Paragraph Layout
Paragraph Formatting in Word
Margins
Demo - Changing Alignment and Hyphenation
Indent Markers
Demo - Changing Paragraph Indentation
Demo - Setting Line and Paragraph Spacing
Topic C: Align Text Using Tabs
Guidelines for Using Tabs and Indents
Demo - Aligning Text Using Tabs
Topic D: Display Text in Bulleted or Numbered Lists
Demo - Creating a Bulleted List
Topic E: Apply Borders and Shading
Demo - Adding Borders and Shading
Chapter 2 Review

Chapter 3 - Working More Efficiently

19m

Working More Efficiently
Topic A: Make Repetitive Edits
Demo - Using Find and Replace to Edit
Topic B: Apply Repetitive Formatting
Demo - Copying and Repeating Formats
Demo - Clearing Formatting
Topic C: Use Styles to Streamline Repetitive Formatting Tasks
Guidelines for Using Formatting Efficiently
Guidelines for Using Formatting Efficiently
Demo - Creating and Applying Styles
Chapter 3 Review

Chapter 4 - Managing Lists

9m

Managing Lists
Topic A: Sort a List
Demo - Sorting Lists
Topic B: Format a List
Demo - Formatting Lists
Demo - Resequencing Lists
Chapter 4 Review

Chapter 5 - Adding Tables

16m

Adding Tables
Topic A: Insert a Table
Demo - Inserting a Table in a Document
Topic B: Modify a Table
Demo - Inserting a New Row in a Table
Demo - Moving and Resizing Rows and Columns
Topic C: Format a Table
Demo - Formatting a Table

Topic D: Convert Text to a Table
Demo - Converting Text to a Table
Chapter 5 Review

Chapter 6 - Inserting Graphic Objects

13m

Inserting Graphic Objects
Topic A: Insert Symbols and Special Characters
Symbols
Topic B: Add Images to a Document
Demo - Inserting Symbols and Special Characters
Demo - Adding Images to a Document
Chapter 6 Review

Chapter 7 - Controlling Page Appearance

11m

Controlling Page Appearance
Topic A: Apply a Page Border and Color
Demo - Applying a Page Border
Topic B: Add Headers and Footers
Demo - Creating Headers and Footers
Topic C: Control Page Layout
Demo - Controlling Page Layout
Topic D: Add a Watermark
Demo - Adding a Watermark to a Document
Chapter 7 Review

Chapter 8 - Preparing to Publish a Document

17m

Preparing to Publish a Document
Topic A: Check Spelling, Grammar, and Readability
The Proofing Pane
Demo - Checking Spelling, Grammar, and Readability
Topic B: Use Research Tools
Demo - Using the Thesaurus
Demo - Translating Text
Topic C: Check Accessibility
Demo - Checking Accessibility
Topic D: Save a Document to Other Formats
Demo - Saving in a Different File Format
Chapter 8 Review
Course Closure

Total Duration: 2h 55m