

[WOR19C]: Microsoft Word 2019 (Core)

Duration	: 3 Days
Length	: 24 Hours
Audience(s)	: Professionals, Managers and Executives
Technology	: Microsoft Operating System & Microsoft Word 2019
Delivery Method	: Classroom and/ or Virtual Training

Course Objective

The objective of this course is to introduce participants to the features, functions, and capabilities of Microsoft Word 2019.

Audience Profile

For end-users who have basic Microsoft Word 2003/ 2007/ 2013/ 2016 knowledge and experience but are new to Microsoft Word 2019 software.

At Course Completion

Upon successful completion of the course, participants should be able to use Microsoft Word 2019 more efficiently and apply the features and functions to their work.

Pre-Requisites

Participants need to have basic computer operating system skills.

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Course Outline

Module 1: Manage Documents

Lessons

- Navigate within Documents
 - Search for Text
 - Link to Locations within Documents
 - Move to Specific Locations and Objects in Documents
 - Show and Hide Formatting Symbols and Hidden Text
- Format Documents
 - Set up Document Pages
 - Apply Style Sets
 - Insert and Modify Headers and Footers
 - Configure Page Background Elements
- Save and Share Documents
 - Save Documents in Alternative File Formats
 - Modify Basic Document Properties
 - Modify Print Settings
 - Share Documents Electronically
- Inspect Documents for Issues
 - Locate and Remove Hidden Properties and Personal Information
 - Locate and Correct Accessibility Issues
 - Locate and Correct Compatibility Issues

Module 2: Insert and Format Text, Paragraphs, and Sections

Lessons

- Insert Text and Paragraphs
 - Find and Replace Text
 - Insert Symbols and Special Characters
- Format Text and Paragraphs
 - Apply Text Effects
 - Apply Formatting by using Format Painter
 - Set Line and Paragraph Spacing and Indentation
 - Apply Built-In Styles to Text
 - Clear Formatting
- Create and Configure Document Sections
 - Insert Page, Section, and Column Breaks
 - Format Text in Multiple Columns
 - Change Page Setup Options for a Section

Module 3: Manage Tables and Lists

Lessons

- Create Tables
 - Create Tables by Specifying Rows and Columns

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- Convert Tables to Text
 - Convert Text to Tables
- Modify Tables
 - Resize Tables, Rows, and Columns
 - Merge and Split Cells
 - Sort Table Data
 - Configure Cell Margins and Spacing
 - Split Tables
 - Configure a Repeating Row Header
- Create and Modify Lists
 - Format Paragraphs as Numbered and Bulleted Lists
 - Change Bullet Characters and Number Formats
 - Define Custom Bullet Characters and Number Formats
 - Increase and Decrease List Levels
 - Restart and Continue List Numbering
 - Set Starting Number Values

Module 4: Create and Manage References

Lessons

- Create and Manage Reference Elements
 - Insert Footnotes and Endnotes
 - Modify Footnote and Endnote Properties
 - Create and Modify Bibliography Citation Sources
 - Insert Citations for Bibliographies
- Create and Manage Reference Tables
 - Insert Tables of Contents
 - Customize Tables of Contents
 - Insert Bibliographies

Module 5: Insert and Format Graphic Elements

Lessons

- Insert Illustrations and Text Boxes
 - Insert Shapes
 - Insert Pictures
 - Insert 3D Models
 - Insert SmartArt Graphics
 - Insert Screenshots and Screen Clippings
 - Insert Text Boxes
- Format Illustrations and Text Boxes
 - Apply Picture Effects and Picture Styles
 - Apply Artistic Effects
 - Remove Picture Backgrounds
 - Format Graphic Elements
 - Format SmartArt Graphics
 - Format 3D Models
- Add Text to Graphic Elements
 - Add and Modify Text in Text Boxes

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- Add and Modify Text in Shapes
 - Add and Modify SmartArt Graphic content
- Modify Graphic Elements
 - Position Objects
 - Wrap Text around Objects
 - Add Alternative Text to Objects for Accessibility

Module 6: Manage Document Collaboration

Lessons

- Add and Manage Comments
 - Add Comments
 - Review and Reply to Comments
 - Resolve Comments
 - Delete Comments
- Manage Change Tracking
 - Track Changes
 - Review Tracked Changes
 - Accept and Reject Tracked Changes
 - Lock and Unlock Change Tracking

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