

## [WOR19E]: Microsoft Word 2019 (Expert)

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 advanced 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 advanced features and functions to their work.

### Pre-Requisites

Participants need to have basic computer operating system skills and basic knowledge of Word features and functions.

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## Course Outline

### Module 1: Manage Document Options and Settings

#### Lessons

- Manage Documents and Templates
  - Modify existing Document Templates
  - Manage Document Versions
  - Compare and Combine Multiple Documents
  - Link to External Document content
  - Enable Macros in a Document
  - Customize the Quick Access Toolbar
  - Display Hidden Ribbon Tabs
  - Change the Normal Template Default Font
- Prepare Documents for Collaboration
  - Restrict Editing
  - Protect Documents by using Passwords
- Use and Configure Language Options
  - Configure Editing and Display Languages
  - Use Language-Specific Features

### Module 2: Use Advanced Editing and Formatting Features

#### Lessons

- Find, Replace, and Paste Document content
  - Find and Replace Text by using Wildcards and Special Characters
  - Find and Replace Formatting and Styles
  - Apply Paste Options
- Configure Paragraph Layout Options
  - Configure Hyphenation and Line Numbers
  - Set Paragraph Pagination Options
- Create and Manage Styles
  - Create Paragraph and Character Styles
  - Modify existing Styles
  - Copy Styles to other Documents or Templates

### Module 3: Create Custom and Document Elements

#### Lessons

- Create and Modify Building Blocks
  - Create Quick Parts
  - Manage Building Blocks
- Create Custom Design Elements
  - Create Custom Color Sets
  - Create Custom Font Sets
  - Create Custom Themes
  - Create Custom Style Sets

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- Create and Manage Indexes
  - Mark Index Entries
  - Create Indexes
  - Update Indexes
- Create and Manage Tables of Figures
  - Insert Figure and Table Captions
  - Configure Caption Properties
  - Insert and Modify a Table of Figures

#### **Module 4: Use Advanced Word Features**

##### **Lessons**

- Manage Forms, Fields, and Controls
  - Add Custom Fields
  - Modify Field Properties
  - Insert Standard Content Controls
  - Configure Standard Content Controls
- Create and Modify Macros
  - Record Simple Macros
  - Name Simple Macros
  - Edit Simple Macros
  - Copy Macros to other Documents or Templates
- Perform Mail Merges
  - Manage Recipient Lists
  - Insert Merged Fields
  - Preview Merge Results
  - Create Merged Documents, Labels, and Envelopes

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