

# Microsoft Word 2019

## Structured technical training and certification preparation

A practical, student-friendly outline covering beginner, intermediate, and advanced.

### MODULES

**3**

### LESSONS

**39**

### FORMAT

Self-paced

## Module Breakdown

### MODULE 1

#### Beginner

- 1.01 Instructor Intro
- 1.02 Course Intro
- 1.1 Explaining the Ribbon
- 1.2 Creating a Document
- 1.3 Saving Files
- 1.4 Page Views
- 1.5 Formatting Text
- 1.6 Ruler, Margins and Tab Stops
- 1.7 Moving and Duplicating Text
- 1.8 Line Spacing and Paragraph Formatting
- 1.9 Basic Editing
- 1.10 Insert a Basic Table and Graphics
- 1.11 Working with Styles

### MODULE 2

#### Intermediate

- 2.1 Intermediate Intro
- 2.2 Collaboration & Co-Authorship
- 2.3 Tracking and Viewing Changes
- 2.4 Commenting
- 2.5 Templates & Layouts
- 2.6 Layout Functions on the Ribbon
- 2.7 Customize, Format and Convert Tables and Use as a Page Layout
- 2.8 Insert and Edit a Cover Page
- 2.9 Insert and Customize Headers and Footers
- 2.10 Insert and Customize Endnotes and Footnotes
- 2.11 Creating Sections in a Long Document
- 2.12 Using Sections to Format a Document
- 2.13 Deleting a Section
- 2.14 Reviewing, Inserting and Updating TOC
- 2.15 Creating a Data Source and Linking a Mailing List
- 2.16 Print Settings for Mail Merge

## Module Breakdown (continued)

### MODULE 3

#### Advanced

- 3.1 Adding the Developer Tab
- 3.2 Functionality Among Microsoft Office Products
- 3.3 Using Formulas in Word
- 3.4 Citing Sources in Word
- 3.5 Reviewing and Merging Versions of the Same Document
- 3.6 Creating a Master Document
- 3.7 Creating Sub Documents and Editing Master and Sub Docs
- 3.8 Controlling Editable Content
- 3.9 Form Creation Using the Developer Tab
- 3.10 Macros