Course Description: This course introduces students to word processing using Microsoft® Office Word 2019.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to create, edit, and enhance standard business documents using Microsoft® Office Word 2019.

Upon successful completion of this course, students will be able to:

- Identify the various components of the Microsoft® Office Word 2019 environment
- Create a document
- Edit documents by locating and modifying text
- Format text
- Format paragraphs
- Proof documents to make them more accurate
- Control a document's page setup and its overall appearance

Prerequisite: Experience and familiarity with the Windows environment.

Course Outline

Explore the User Interface
- Use Ribbons and Tabs
- Quick Access Toolbar
- Open/save/close a document
- Backstage View

Edit a Document
- Select/replace text
- Edit text
- Insert/delete/rearrange text
- Use copy/cut/paste options

Proof a Document
- Check spelling and grammar
- Use/customize Autocorrect
- Enhance meaning using the thesaurus

Utilize Different Document Views
- Switch document views
- Display/hide Rulers
- Switch between documents

Format Text

Format Paragraphs
- Set spacing
- Set tabs to align text
- Apply styles

Format Documents
- Set margins and page breaks
- Use tab settings
- Use numbered or bulleted lists

Control Page Appearance
- Control page layout
- Apply a page border and color
- Add watermarks
- Add Header and Footers

Print Documents
- Preview a document
- Understand print options