

Réf : EB21-530

# Word 2019

## Getting started with Word

### Aim

*This course aims to provide you with the basic skills to create Word documents autonomously: discover the word processor, learn to input and format texts, and learn to print the document.  
After taking this course, you will be able to easily and quickly create a basic Word document.*

### Target audience

This course aims to provide you with the basics, making you self-sufficient when it comes to creating a Word document: discover the Word application, learn to input and format text, and learn to print documents.

### Level required

No knowledge of Word is necessary. The user just needs to be acquainted with using the keyboard and mouse.

### Estimated time to complete the essential module

3 h 50  
(the video sequences last 7 minutes, on average)

## Course content

### ► The essential modules

#### Word 2019 – Document creation basics



MEDIAplus  
eLearning

Ce module vous propose une formation interactive composée de 28 vidéos de formation, 28 exercices d'entraînement et 5 points d'informations complémentaires.

#### Discover Word and work with a simple text

- You need to know: About your word processor
- Overview of the environment
- Zoom
- Moving around in a document
- Displaying the nonprinting characters
- You need to know: Text made easy
- Text input
- Managing paragraphs
- You need to know: Selecting, copying and moving
- Selecting and deleting text
- Undoing, redoing and repeating an action
- Moving text
- Copying text
- Using Word's Help
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#### Apply basic formatting to text

- You need to know: Formatting characters
- Applying a quick style
- Applying a theme
- Character formatting
- Character colour

- Character case
- Character font and size
- Paragraph indents
- Paragraph alignment
- Paragraph spacing
- Line Spacing
- Borders and shading
- Copying formatting

**Manage and print the document**

- You need to know: Saving files
- Saving a document
- Creating a new document
- Opening a document
- Page layout
- Printing

## Office 2019: use cases

### Excel, Word or PowerPoint with an Office 365 subscription



Video

This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Office 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organisation
- Co-editing a file

### ► Complementary material

### Word (2019 and Office 365 versions) – Reference book



Online book

This module includes digital course material.