Ref: EB21-505

Word 2019

Mastering the essentials

Aim

Discover Word, master text input, formatting and layout. Add tables, images or charts to your documents. You will also be able to conceive and create direct mail campaigns.

Target audience	Level	Estimated time to complete the essential modules
Any beginners or users with basic knowledge who wish to master Word's essential commands.	No knowledge of Word is necessary. The user just needs to be acquainted with using the keyboard and mouse.	12h

Course content

▸ The essential modules

Word 2019 – Level 1: Essential skills

MEDIAplus eLearning	This module offers interactive training consisting of 55 training videos, 55 exercises and 6 additional resources.

Get started in Word
- You need to know: About your word processor
- Opening a document
- Overview of the environment
- 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, moving
- Selecting and deleting text
- Undoing, redoing, repeating an action
- You need to know: Saving files
- Saving a document
- Creating a new document

Apply basic text formatting
- You need to know: Formatting characters
- Applying a quick style
- Applying a theme
- Formatting characters
- Character colour
- Character case
- Character font and size

Arrange paragraphs on the page
- Paragraph indents
- Paragraph alignment
- Paragraph spacing
- Line Spacing
- Borders and shading
- Moving text
- Copying text

Page layout, pagination and printing
- Page layout
- Zoom
- Printing
- Page breaks
- You need to know: Headers and footers
- Headers and footers
- Page numbering

Managing tabs and lists
- Setting a tab stop
- Tab stops with a leader line
- Managing tab stops
- Numbered and bulleted lists
- Customised bulleted list
- Customised numbered list
- Different levels in a list
- List styles
- Line breaks
- Hanging indents

Learn some new skills
- Using Microsoft Word Help
- Inserting a document, a cover page or a blank page
- Hyphenation
- Nonbreaking space or hyphen
- Inserting special characters
- Character spacing and position
- Finding text/formatting
- Replacing text/formatting
- Copying formats
- Using the learning tools
- Checking spelling and grammar
- Managing a custom dictionary
- AutoCorrect settings
- Finding synonyms
- Search and translation functions
- Views and windows

Word 2019 – Level 2: Intermediate skills

MEDIAplus eLearning

This module offers interactive training consisting of 41 training videos, 41 exercises and 1 additional resource.

Avoid repetitive typing
- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- The computer's date and time

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Create a table
- Creating a table
- Text input and moving around in a table
- Selecting and inserting rows and columns
- Deleting rows and columns
- Table styles
- Formatting cells
- Row height and column width
- Alignment in cells and table alignment
- Merging or splitting a table's cells
- Converting text to table, table to text
- Sorting a table, a list or paragraphs
- Calculations in a table

Add graphic objects to your texts
- Drawing an object
- Sizing/rotating/adjusting a drawing object
- Moving/copying a drawing object
- Formatting a drawing object
- Text in a drawing object/WordArt
- Formatting text in an object/WordArt
- Inserting a picture
- Managing a picture
- Positioning and wrapping a picture
- Captions and table of illustrations
- Document background
- Charts
- Inserting objects from other applications
- Diagrams

Make letters - or mailshots - simple
- Creating envelopes/address labels
- You need to know: The mail merge
- Mail merge: associating a list of recipients with a document
- Inserting mail merge fields
- Running a mail merge
- Editing the recipients
- Adding and deleting recipients
- Sorting a list of recipients
- Selecting the records to print
- Conditional text in a mail merge
- Preparing labels via the mail merge
- Fields for variable data

‣ **Complementary material**

Word (2019 and Office 365 versions) – Reference book

Online book — This module includes digital course material.

Word 2019 – Level 3: Advanced skills

MEDIAplus eLearning — This module offers interactive training consisting of 45 training videos, 45 exercises and 4 additional resources.

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