Ref : EB21-510

Word 2019

From essential to advanced skills

Aim

Discover Word and master all its features. From the essential to the advanced commands, this training programme will make it possible for you to progress in all aspects of the application (entering text, formatting and page layout, inserting tables, pictures and graphic objects, advanced features such as templates, mail merge and managing long documents…).

Target audience	Level required	Estimated time **to complete the essential modules**
Any user who wishes to discover or revise Word's basic features and address its more advanced features.	No prior knowledge of Word is necessary. However, some use of the software may make it possible to progress faster.	18h 05min

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

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

Word 2019 – Level 3: Advanced skills

MEDIAplus
eLearning

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

Master themes, styles and templates
- You need to know: Styles and templates
- Creating a style
- Using the Styles pane
- Modifying a style
- The Normal style
- Deleting a style
- Style sets
- Displaying formatting details
- Creating and customising a theme
- Creating and using a template

www.eni-elearning.com

- Modifying and deleting templates
- Changing the template attached to a document
- Copying styles to other files

Get started with long documents
- Moving around in a long document
- Sections
- Using different headers and footers
- Managing automatic page breaks
- Footnotes/endnotes
- Managing footnotes/endnotes
- Title Hierarchy
- Outline view
- Table of contents

Perfect your long documents
- Bookmarks
- Cross references
- Hyperlinks
- Text in columns
- Master document
- Index
- Citations and bibliography

Work as a team
- You need to know: Import, export and interoperability with Word
- Transfer, export: PDF, XPS, text, web page, e-mail
- Comments
- Tracking changes
- Managing tracked changes
- Merging and comparing documents
- Protecting a shared document
- Protecting a document with a password
- Finalising a document
- Digital signatures

Find out more…
- Drop caps
- Managing application preferences
- Statistics and document properties
- Macros
- Converting Word documents
- Creating a form
- Protecting and using a form
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: Best practice with a word processor

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.

www.eni-elearning.com