

# Microsoft Word 2019 - Part 1

## course outline

In this course, you will learn how to use the core features of Word 2019, such as how to create, format, and edit documents, work with styles, and much more.

### IS THIS COURSE FOR YOU?

The course is designed for those who wish to learn how to use the world's most widely used word-processing software. You will learn the key concepts and techniques necessary to work with Word's most used functions and features.

### ABOUT THE COURSE

The course consists of 12 modules and includes media demonstrations, hands-on activities, and knowledge check questions. At the end of the course, you will complete a consolidation exercise, which will help you review what you have learned and assess your understanding.

The course also contains quizzes at the end of each module and a Validation Test at the end of the course. With successful completion of the course, you will receive a Pitman Training certificate to verify your achievement.

### AIMS AND OBJECTIVES

The aim of the course is for you to learn the core features and functions of the Microsoft Word 2019 word-processing application, so you will be effective in creating, formatting, and editing documents.

### PRE-REQUISITES

Familiarity with the Windows environment and experience using a computer keyboard.

### COURSE CONTENT

#### Module 1: Introduction to Word

Introduction to Word; Backstage View; Getting Help

#### Module 2: Creating Documents

Entering Text; Working with Non-Printing Characters; Saving and Opening Documents

#### Module 3: Navigating and Editing Documents

Keyboard Shortcuts; Find, Replace, and Go To Commands; Editing Techniques; AutoCorrect; Selecting Text; Cut, Copy and Paste

#### Module 4: Formatting Text

Character Formatting Options; Format Painter; Numbering a List; Working with Bullets; Creating a Multilevel List; Sorting a List

### COURSE CONTENT (cont'd)

#### Module 5: Text Spacing and Alignment

Alignment Options; Line Spacing Options; Indentation; Working with Tabs

#### Module 6: Using Styles

Working with Styles; Creating Styles; Editing Styles

#### Module 7: Controlling Page Layout and Elements

Working with Page Breaks; Working with Columns; Adding a Watermark; Headers and Footers

#### Module 8: Working with Tables

Working with Tables; Sorting in a Table; Converting Data to a Table; Quick Tables; Using Formulas in Tables

#### Module 9: Adding Images

Inserting Pictures; Picture Options

#### Module 10: Adding Shapes, Icons, 3D Models, SmartArt, Charts, and Screenshots

Shapes; Icons and 3D Models; SmartArt, Charts, and Screenshots; Grouping Objects; Aligning Objects

#### Module 11: Finalising and Printing a Document

Using the Thesaurus and Spell Check; Adding Comments; Page Setup Options; Printing

#### Module 12: Word Features to Assist Users

Setting Word Options; Keyboard Shortcuts; ScreenTips; Using the Ruler

### CAREER PATH

Microsoft Word is used across a wide range of job roles. Your new skills with the software will make your work more efficient and more valuable to employers.

### COURSE DURATION

20 hours. This will vary based on prior knowledge and ability.



### CPD POINTS: 20

CPD points awarded upon successful completion.

PITMAN

T R A I N I N G

To discuss your current skills and aspirations, or to book your course call...

**020 7256 6668** or email [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)

[www.pitman-training.com/stratford](http://www.pitman-training.com/stratford)

Stratford and East London