Microsoft Word 2019 - Part 2

In this course, you will learn intermediate and advanced-level features of Microsoft Word, such as mail merge, table styles, functions in tables, and more.

IS THIS COURSE FOR YOU?

For those who are proficient with the basic concepts and features of Word and wish to increase their productivity and enhance their documents using Word's intermediate 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 to build on your knowledge and skills with the Word 2019 word-processing application to gain intermediate-level skills.

PRE-REQUISITES

This course is the continuation of Word 2019 - Part 1.

COURSE CONTENT

Module 1: Working with Views
Using Read Mode; Using Print and Web Layout Views; Using Draft and Outline Views; the Immersive Group

Module 2: Searching and Replacing Content
Finding and Replacing Formatting and Special Characters; Using the Navigation Pane and Go To; AutoCorrect and AutoComplete

Module 3: Working with Envelopes and Labels
Working with Envelopes and Labels

Module 4: Performing Mail Merges
What is Mail Merge? Creating a Merge Document; Merging Envelopes and Labels; Merging a Directory

COURSE CONTENT *(cont'd)*

Module 5: Using QuickParts
Creating and Editing Building Blocks; Using AutoText

Module 6: Creating an Index and a Table of Contents
Creating an Index; Using AutoMark to Create an Index; Creating a Table of Contents

Module 7: Advanced Table Features
Creating a Table Style; Table Breaks and Repeat Headings; Using Formulas and Tables

Module 8: Formatting Graphics and Pictures
Inserting and Formatting WordArt; Filling Shapes with Pictures; Working with Icons and 3D Models

Module 9: Using Captions & Creating a Table of Figures
Inserting a Caption; Creating a Table of Figures

Module 10: Using Text Boxes
The Text Box Gallery; Text Alignment and Margins; Sidebars; Linking Text Boxes

Module 11: Page Layout and Sections
Layout Tab Overview; Inserting Breaks; Sections with Headers & Footers; Sections for Page Borders; Document Properties & Fields; Column Breaks; Master and Subdocuments

Module 12: Using Links
Inserting links; Linking to Excel Data

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

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

CPD POINTS: 22

CPD points awarded upon successful completion.

PITMAN TRAINING

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

020 7256 6668 or email **courses@pitmanlondon.co.uk**

www.pitman-training.com/stratford

Stratford and East London