Microsoft Word 2019 - Basic

GoSkills online course syllabus

Wednesday, May 8, 2024

Skill level
Beginner

Lessons
42

Accredited by
CPD

Pre-requisites
None

Versions supported
2013, 2016, 2019, 2021, 365

Video duration
3h 00m

Estimated study time
21h for all materials

Instructor
Andy Lanning

Word Screen Elements

1 The Ribbon and Word Screen

An overview of the Word opening screen and Ribbon functionality.

2 Quick Access Toolbar

Set up the vital buttons you use most to make your work easier.

3 Navigating the Page

Learn how to control where you type and how to navigate within the page.

4 Your First Document

Learn how to enter text and save your first document.

5 Formatting Fonts

Format text with colors and apply fonts.

6 Basic Letter Layout

Learn how to format a basic letter layout.

7 Basic Cut, Copy, Paste

Cut, copy and paste is an essential skill to help minimize re-typing text.

Essential Formatting Knowledge – the Home Ribbon

8

Styles Gallery

Learn how and why to apply predesigned Styles to text.

9

Format Text with Fonts and Colors

Learn how to apply bold, italic, underline and Drop Caps styles to text.

10

Format Painter

Quickly copy and paste “formats” with this amazing button.

11

Practice with the FONT Group

Learn to apply various font styles and why they are used in professional documents.

12

Basic Paragraph Formats

Paragraph format and alignment is important to proper document layout.

13

Fun and Functional Paragraph Formats

Apply background colors or borders to paragraphs.

14

Bullets and Numbering

Learn how to apply and control bullets and numbering.

15

Indents

Learn how and when to use specific indent types.

16

Line Spacing

Learn why you would want more space between the lines within paragraphs and how to apply the space.

17

The Find/Replace Function

Learn to quickly find a word or format and replace it with an alternative.

The File Ribbon

18

File, New

Explore the readily available document templates rather than creating a particular document from scratch.

19

File, Recent

Learn to quickly preserve files and easily access your most used documents.

20 File, Share

View the various ways to collaborate with others on a document.

21 File, Info and Security Considerations

Password Protect a file or Recover an unsaved version.

The View Ribbon

22 Document Views

Learn how and why to use the different available document views.

23 Navigation Pane

Learn how the Nav Pane assists with document management.

24 Show and Zoom Controls

How to quickly add the Navigation pane and quickly zoom in and out of the document.

25 Use Multiple Windows

Learn about using multiple windows to view the same or various documents side-by-side.

Intermediate Formatting Knowledge – the Insert Ribbon

26 Inserting Page Breaks and Blank Pages

Quickly force a new page at the location you specify, and/or add a blank page as well.

27 Add a Cover Page

Pre-designed cover pages to give a professional look to your report.

28 Working with Pages

Quickly move from page-to-page and view pages side-by-side.

29 Creating Tables

Tables provide a structure of columns and rows to help the user line up data, similar to a spreadsheet layout, but within a Word document.

30 Inserting Pictures and Clip Art

Learn how to apply and control picture sizes and placement.

31 Online Pics and 3D Models

How to find Online Pictures and add 3D Models that are rotating pictures.

32 Basic Use of Shapes

Learn to move and color shapes to draw attention to an area.

33 Screenshots

Learn how to capture a picture of your screen and use in a document.

34 Headers and Footers

Learn how to add Headers and Footers to a document.

35 Page Numbers and File Location Notes

Learn how to apply and control page numbers and insert file notes.

36 Word Art

Learn this creative text format often found on flyers, and a clever “rubber stamp” to use on documents.

37 Symbols

A necessary and interesting toolset if using creative accents, symbols, or displaying mathematical formulas.

Essential Page Layout Ribbon

38 Margins

Learn how to set margins to standard or custom settings.

39 Paper Orientation and Size

Learn how to change paper size and orientation depending on the document type.

40 Using Columns

Learn to divide text into long columns to make the best use of paper.

41 Paragraph Spacing

Learn how to control spaces between paragraphs all at one time and adjust spacing as needed.

42 Printing

Explore the various options within the Print dialogue box.

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