CO goskills Microsoft Word 2019 - Basic & Advanced

GoSkills online course syllabus Friday, May 17, 2024

Skill level	Lessons 64	Accredited by
Beginner	64	CPD
Pre-requisites	Versions supported	Video duration
None	2013, 2016, 2019, 2021, 365	4h 42m
Estimated study time	Instructor	
32h for all materials	Andy Lanning	

Word Screen Elements

1 The Ribbon and Word Screen An overview of the Word opening screen and Ribbon functionality.

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.

Your First Document Learn how to enter text and save your first document.

Formatting Fonts Format text with colors and apply fonts.

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



File, New

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

G File, Recent

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

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.

3 Navigation Pane Learn how the Nav Pane assists with document management.

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

6 Inserting Page Breaks and Blank Pages Quickly force a new page at the location you specify, and/or add a blank page as well.

7 Add a Cover Page Pre-designed cover pages to give a professional look to your report.

8 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.

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.
37 Esser	A necessary and interesting toolset if using creative accents, symbols, or displaying mathematical
37 Esser 38	A necessary and interesting toolset if using creative accents, symbols, or displaying mathematical formulas.
37 Esser 38 39	A necessary and interesting toolset if using creative accents, symbols, or displaying mathematical formulas.
37 Esser 38 39 40	A necessary and interesting toolset if using creative accents, symbols, or displaying mathematical formulas. Itial Page Layout Ribbon Margins Learn how to set margins to standard or custom settings. Paper Orientation and Size

42 Printing Explore the various options within the Print dialogue box.

References Ribbon



Table of Contents

Learn to create an automated Table of Contents.

4 Update the Table of Contents Learn how to update the Table of Contents when changes are a made to a document.

45 Mark Entry for Table of Contents Learn to create an advanced level TOC using "Mark Entry".

46

Footnotes Learn to place footnotes and endnotes which link to the document text.

47 Citations and Bibliography Learn to cite your sources for a college paper or report.

8 Using Captions Learn to create and link captions to images and text.

9 Create an Index Create an Index organized by topic or keyword.

Custom Styles

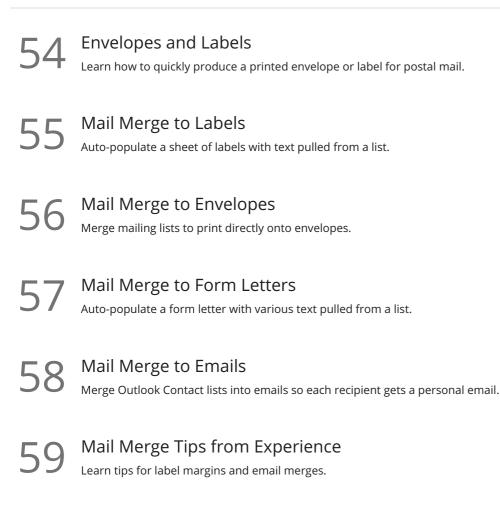
Create and Apply a Style Learn to format text and then capture it inside the Style Gallery for future use.

51 Rename, Modify and Remove Styles After mastering styles, keep the Style Gallery tidy by editing or removing styles.

2 Reveal Formatting Learn to use the Reveal Formatting pane to look beyond surface formatting.

53 Selection Tool and Format Pane Learn to use this tool when working with graphics and styles.

Mailings Ribbon



Review Ribbon

50 Proofing Learn how to spellcheck, find a better word, or count the total words in a document.

Language and Translation Translate an existing document or set the Word program to use a different language.

2 Comments Learn to place notes in the margins of a document and control those notes.

Track Changes Track changes will show which person made which changes in a document.



Compare Documents

Comparing documents takes two versions of a document and compares for changes.

Go to GoSkills.com