

# Microsoft Word 2019 - Basic & Advanced

GoSkills online course syllabus

Wednesday, August 14, 2024

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

## Word Screen Elements

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- 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

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- 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

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- 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

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**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

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**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

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**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.

# References Ribbon

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- 43** Table of Contents  
Learn to create an automated Table of Contents.
- 44** 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.
- 48** Using Captions  
Learn to create and link captions to images and text.
- 49** Create an Index  
Create an Index organized by topic or keyword.

# Custom Styles

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- 50** 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.
- 52** 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

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**54** Envelopes and Labels  
Learn how to quickly produce a printed envelope or label for postal mail.

**55** Mail Merge to Labels  
Auto-populate a sheet of labels with text pulled from a list.

**56** Mail Merge to Envelopes  
Merge mailing lists to print directly onto envelopes.

**57** Mail Merge to Form Letters  
Auto-populate a form letter with various text pulled from a list.

**58** Mail Merge to Emails  
Merge Outlook Contact lists into emails so each recipient gets a personal email.

**59** Mail Merge Tips from Experience  
Learn tips for label margins and email merges.

## Review Ribbon

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

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

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

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

**64** Compare Documents  
Comparing documents takes two versions of a document and compares for changes.

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