# COURSE OVERVIEW

**Course Name:**
Microsoft Word 2019: Level 1

**COURSE DURATION:** 1 Day

## Gauteng:
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## Gauteng:
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## COURSE OVERVIEW

Microsoft Word 2019 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. You will learn how to use Word 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

## COURSE OBJECTIVES

In this course, you will learn to use the fundamentals of Word 2019.

You will

- Navigate and perform common tasks in Word.
- Format text and paragraphs.
- Perform repetitive operations efficiently.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document.
- Format the overall appearance of a page.
- Use Word features to correct problems with spelling, grammar, readability, and accessibility.

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# COURSE OUTLINE

**Lesson 1: Getting Started with Word 2019**
Topic A: Navigate in Microsoft Word
Topic B: Create and Save Word Documents
Topic C: Manage Your Workspace
Topic D: Edit Documents
Topic E: Preview and Print Documents
Topic F: Customize the Word Environment

**Lesson 2: Formatting Text and Paragraphs**
Topic A: Apply Character Formatting
Topic B: Control Paragraph Layout
Topic C: Align Text Using Tabs
Topic D: Display Text in Bulleted or Numbered Lists
Topic E: Apply Borders and Shading

**Lesson 3: Working More Efficiently**
Topic A: Make Repetitive Edits
Topic B: Apply Repetitive Formatting
Topic C: Use Styles to Streamline Repetitive Formatting Tasks

**Lesson 4: Managing Lists**
Topic A: Sort a List
Topic B: Format a List

**Lesson 5: Adding Tables**
Topic A: Insert a Table
Topic B: Modify a Table
Topic C: Format a Table
Topic D: Convert Text to a Table

**Lesson 6: Inserting Graphic Objects**
Topic A: Insert Symbols and Special Characters
Topic B: Add Images to a Document

**Lesson 7: Controlling Page Appearance**
Topic A: Apply a Page Border and Color
Topic B: Add Headers and Footers
Topic C: Control Page Layout
Topic D: Add a Watermark

**Lesson 8: Preparing to Publish a Document**
Topic A: Check Spelling, Grammar, and Readability
Topic B: Use Research Tools
Topic C: Check Accessibility
Topic D: Save a Document to Other Formats

Appendix A: Mapping Course Content to Word Associate (Office 365 and Office 2019):  Exam MO-100

Appendix B: Mapping Course Content to Word Expert (Office 365 and Office 2019):  Exam MO-101

Appendix C: Microsoft® Office Word 2019 Common Keyboard Shortcuts

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