



CONTINUING EDUCATION

Course Outline

Microsoft Word 2019 Level 1

Word's rich features and powerful tools can make creating professional documents easy and even fun. Topics include creating, formatting and proofreading documents; formatting characters and paragraphs; using Quick Styles; making lists; printing; using headers and footers; creating templates; inserting and formatting pictures; and creating and formatting tables.

Who Should Take This Course?

You will benefit most from this course if you want to accomplish basic day-to-day responsibilities in Word 2019, or if you want to have a solid foundation for continuing on to become a Word Expert. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2019.

Course Objectives

- Creating and saving documents
- Cutting and pasting text
- Using different document views
- Formatting characters and paragraphs
- Using styles, Quick Styles and themes
- Creating bulleted and numbered lists
- Setting up page layout
- Setting tab stops
- Proofing documents
- Printing documents and using headers and footers
- Applying templates
- Inserting, formatting and laying out pictures
- Inserting and formatting tables

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Basic computer skills including Microsoft Windows proficiency

Course Content

Fundamentals

- Getting around the Word interface
- Creating and saving a new document
- Viewing documents in different ways

Creating Documents

- Creating a new blank document
- Cutting, copying and pasting text
- Undoing actions
- Saving a document

Document Views

- Different document views
- Splitting a document window
- Viewing and switching between multiple open documents
- Using Zoom features

Formatting Characters

- Formatting characters
- Using Format Painter

Formatting Paragraphs

- Applying paragraph attributes such as alignment and spacing
- Controlling indenting for paragraphs
- Controlling tab settings for paragraphs

Quick Styles

- About Quick Styles, style sets and themes
- Applying Quick Styles
- Using style sets and themes
- Clearing formatting

Making Lists

- Starting a new bulleted list
- Promoting or demoting list items
- Using symbols as bullets
- Using pictures as bullets

Page Layout

- Changing margins
- Adjusting pagination settings and adding page breaks
- Changing the way Word hyphenates
- Formatting text in columns
- Inserting section breaks

Proofing Documents

- Proofing a document by checking its spelling and grammar
- Using AutoCorrect and adding AutoCorrect entries

Printing and Headers and Footers

- Printing a document and controlling printing settings
- Adding and editing headers and footers
- Using different first page or odd and even page headers and footers

Templates

- Finding, downloading and applying a template from the Web
- Applying a local template file

Inserting Pictures

- Inserting graphics from files or the clipboard
- Inserting screenshots
- Inserting pictures from the Web

Formatting Pictures

- Making picture adjustments
- Applying artistic effects and picture styles
- Compressing pictures in a document

Picture Layout

- Adjusting a picture's size and position
- Specifying the way in which text wraps around a picture
- Adding captions to pictures

Creating Tables

- Inserting a table
- Using the Draw Table tool
- Insert Quick Tables
- Convert text into a table

Formatting Tables

- Resizing tables
- Adding, removing and moving rows and columns
- Defining a header row
- Sorting a table

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Microsoft Office Essentials Certificate, you must take all five required courses, and *attend 100 percent of each course. If you complete a certificate program by taking courses individually (not through a series), you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 210, to request accommodations. For additional information, please visit www.greenriver.edu/dss.

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.