



## CONTINUING EDUCATION

### Course Outline

# Microsoft Word 2019 Level 2

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After you master the basics of Word, you're ready to tackle the more advanced features. In this course, you will work with shapes, WordArt and SmartArt; manage documents with custom themes, building blocks, section breaks and page backgrounds; use styles; add a table of contents, reference notes and hyperlinks; and navigate, organize and protect documents.

## Who Should Take This Course?

You will benefit most from this course if you want to accomplish more advanced tasks 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 others in this series, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2019.

## Course Objectives

- Inserting and formatting shapes and text boxes
- Inserting and formatting SmartArt diagrams
- Inserting and formatting 3D Models
- Creating custom themes
- Using building blocks and section breaks
- Applying page backgrounds
- Creating and modifying custom character and paragraph styles
- Inserting footnotes and endnotes
- Inserting a table of contents
- Applying hyperlinks
- Navigating a large document
- Using master documents and sub documents
- Saving documents in various shareable formats
- Adding and managing comments
- Protecting a document from unwanted changes

## Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Microsoft Word Level 1

## Course Content

### Shapes and Text

- Inserting a shape
- Modifying shape borders

- Applying shape styles
- Adding text to shapes, and applying WordArt

### **SmartArt**

- Inserting and formatting SmartArt

### **3D Models**

- Inserting and formatting 3D Models

### **Custom Themes**

- Setting individual theme elements
- Creating new theme fonts and colors
- Saving and loading themes

### **Building Blocks**

- About building blocks
- Inserting building blocks
- Inserting Quick Parts

### **Section Breaks**

- About section breaks
- Changing layout options for individual sections
- Changing page numbers for individual sections
- Using headers and footers in multi-section documents

### **Page Backgrounds**

- Applying watermarks
- Setting background colors and patterns
- Setting page borders

### **Character Styles**

- Using advanced character formatting attributes
- Creating and modifying character styles
- Using pasting options to copy only certain attributes of text

### **Paragraph Styles**

- Creating and modifying paragraph styles
- Controlling the relationships among paragraph styles

### **Reference Notes**

- The difference between footnotes and endnotes
- Inserting notes
- Changing note options and note format

### **Table of Contents**

- Inserting a table of contents
- Using the table of contents window
- Changing table of contents styles
- Updating a table of contents
- Marking image captions
- Inserting a table of figures

### **Hyperlinks**

- Applying different types of hyperlinks

## Navigating Documents

- Using the navigation pane
- Using advanced find and replace features
- Using the Go To and Browse features

## Master Documents

- Inserting a subdocument into a master document
- Organizing your subdocuments into a logical manner

## Saving and Sending

- About Word's saving options
- Saving documents in other formats
- Sending documents via the Internet
- Publishing a document as a blog post

## Comments

- Inserting comments
- Editing comments
- Changing comment display options

## Protecting Documents

- About Word's protection options
- Marking a document as final
- Password protecting a document
- Restricting document editing

## 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](#).

\*Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session.

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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](http://www.greenriver.edu/accessibility).