



CONTINUING EDUCATION

Course Outline

Microsoft Word 2019 Level 3

Get a solid foundation in Word's advanced features, and become a power user! Learn more advanced formatting features for tables and charts; create building blocks; link text; configure Word options; work with templates; track and review changes; use references; create mailings with recipient lists; perform mail merges; and use macros and forms.

Who Should Take This Course?

You will benefit most from this course if you want to build on fundamental Word skills to become a power user, or if you want to have a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics. This course, and the proceeding two courses, map to the objectives of the Microsoft Office Specialist and Expert exams for Word 2019.

Course Objectives

- Using advanced formatting features such as charts, building blocks and linked contents
- Managing documents by configuring Word documents
- Creating or modifying templates
- Tracking and reviewing document changes
- Using references within documents by creating bookmarks, cross references and indexes
- Citing external sources to create a bibliography or table of authorities
- Defining or importing data sources to create a mail merge for use with form letters, envelopes or labels
- Recording and managing simple macros
- Creating forms using content controls and legacy form fields

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Microsoft Word Level 2

Course Content

Tables and Charts

- Inserting a table using Microsoft Excel data
- Inserting and formatting charts
- Using formulas and calculations in tables

Building Blocks

- Creating building blocks
- Managing building blocks
- Saving building blocks

Linking Text

- Linking text boxes
- Breaking links between text boxes

Configuring Word Documents

- Changing default program options
- Changing spelling options
- Changing grammar checking options

Working with Templates

- About the Template Organizer
- Attaching a new template to an existing document
- Creating templates
- Modifying existing templates

Tracking and Reviewing Changes

- Tracking document changes
- Changing markup display settings
- Reviewing changes and comments
- Combining or comparing different versions of a document

Internal References

- Creating bookmarks
- Creating cross references

Indexing

- Marking index entries
- Creating indices
- Modifying indices

Citing External Sources

- Creating and managing sources
- Adding citations
- Compiling a bibliography
- Creating a table of authorities in a legal document

Recipient Lists

- Creating and customizing a recipient list
- Importing a recipient list from an external data source
- Importing a recipient list from your Outlook contacts

Mail Merges

- Inserting merge fields
- Using rules
- Previewing merge results
- Finalizing a mail merge

Envelopes and Labels

- Printing envelopes
- Printing labels
- Addressing envelopes or labels using a mail merge

Macros

- About macros and macro security
- Recording macros
- Running macros
- Editing macros

Forms

- Adding form controls to a document
- Controlling form permissions
- Distributing forms

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.