@ASK Training
Attitude | Skills | Knowledge

Microsoft Word 2019 – Basic & Intermediate

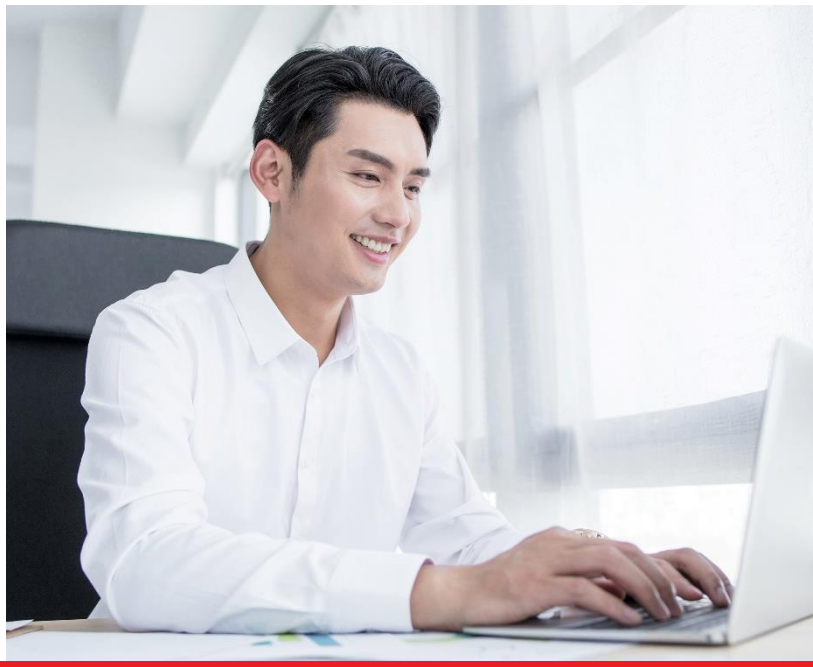
Course Code:
ASKWB9

TPGateway Course Code:
TGS-2020502874

Course Duration:
2 days (16 hours), 9.00am - 5.00pm

Course Fee:
$360 ($385.20 Inc. GST) per participant
SDF grant entitled, 1 hour lunch is not claimable

Course Dates:
Refer to Training Calendar
http://asktraining.com.sg/calendar



Course Synopsis

Microsoft Word is also the best friend of teachers and trainers who can handily create their notes and activity worksheets for their students and learners. Need to send greetings to your friends and families? Microsoft Word also has templates that you can use to enhance the look and feel of your greeting cards. Looking for a job? You can create a professional looking resume with Microsoft Word's various text formatting options. Thinking of unleashing the author in you? Microsoft Word provides various features for you to create and print out your word document as a book. The possibilities are limitless!

In this 2 day course, you will be ready to work confidently to create a variety of documents in proper layouts and formatting for tables, paragraphs, sections, headers, and page numbers for professional use.

Course Objectives

At the end of the course, you will be able to:

- Recognize basic features of Word to navigate, browse and view a document
- Edit text and manipulate text into various positions on your document
- Format characters, paragraphs and pages
- Apply various Word themes and styles to your documents
- Enhance your documents with shapes, pictures, SMART arts and tables
- Set up your main document, data source and insert merge fields for mail merge

Course Outline

Program Fundamentals & Getting Started

- Understanding the Word Program Screen
- Giving commands and Using Shortcuts
- Customizing the Quick Access Toolbar
- Using command Shortcuts
- Create, Save & Close a Document
- Using Help
- Exiting Word
- Navigate, Browse & View a Document
- Viewing Multiple Document Windows

Working With and Editing Text

- Entering and Deleting Text
- Selecting & Replacing Text
- Inserting Symbols and Special Characters
- Methods of Copy & Move Text
- Controlling How Text is Copied or Moved
- Collecting Multiple Items to Move or Copy
- Use of Clipboard, Undo, Redo & Repeat
- Checking Spelling and Grammar
- Using Word Count and the Thesaurus

Formatting Characters and Paragraphs

- Change Font Type, Size, Color & Highlights
- Change Font Styles and Effects
- Applying Spacing and Ligatures
- Creating Lists & Paragraph Alignment
- Adding Paragraph Borders and Shading
- Change Line Spacing & Space btw Paragraphs
- Copying Formatting
- Set, Adjust and Remove Tab Stops
- Using Indentations

Formatting the Page

- Manage Margins, Page Orientation & Size
- Using Columns & Page Breaks
- Working with the Page Background, Cover Page, Page numbers, Headers & Footers

Working with Themes and Styles

- Apply, Create, Modify & Delete a Style
- Use Styles Gallery & Create New Style Set
- Select, Remove, Compare & Clean Up Styles
- Apply & Save Document Themes
- Creating New Theme Colors and Fonts

Working with Shapes and Pictures and SmartArt

- Insert Clip Art, Screenshots, Pictures & Graphics Files
- Removing a Picture's Background
- Alter & Format Pictures and Graphics
- Insert & Format Shapes
- Resize, Move, Copy & Delete of Objects
- Applying Special Effects & Grouping & Positioning Objects
- Align, Distribute, Flip & Rotate Objects
- Layering Objects & Inserting a Text Box
- Insert, Edit and format WordArt

Working with Tables

- Create, work, resize and move a table
- Adjust table alignment and text wrap
- Cell Formating
- Merge, split Cells and Tables
- Adjust Row Height, Column Width.
- Sorting and Inserting Formulas
- Applying Borders and Shading
- Use Table Styles and Quick Tables
- Convert and Delete a Table

Mailing Documents

- Setup Main Document
- Create a Data Source
- Insert Merge Fields
- Preview and Complete the Mail Merge
- Editing the Data Source
- Creating Labels, Envelopes