@ASK Training
Attitude | Skills | Knowledge

Microsoft Word 2019 - Fundamentals

Course Code:
ASK9WB

Course Duration:
2 days, 9.00am - 5.00pm

Course Fee:
$420 ($453.60 Inc. 8% GST) per participant.
No SDF grant

Course Delivery Mode:
Face to Face or
Home Based Learning

Course Synopsis

Have you glanced around your surroundings and found yourself spotting all types of printed media, i.e. banners, brochures, pamphlets, reports, notes, books etc. with words on them staring back at you? You might be wondering, how did all these documents initially come into existence?

There is a high chance that these documents originated from Microsoft Word, a simple and popular word processing program, that can be used to create workplace, educational and personal documents to communicate ideas at work and school.

There is a wide variety of applications for Microsoft Word when it comes to creating documents. Thinking of creating a letterhead for your official documents? Microsoft Word can do it for you and allow you to insert your logo and watermark. Need to create your sales invoices, employment letters, receipts, Standard Operating Procedures (SOPs) documents, legal contracts, pay slips?

Microsoft Word can do it for you. Or maybe you need to send out an invitation letter to thousands of your guests? Microsoft Word has a mail merge feature that can help you blast out your invitation to all your guests at a fraction of the time you would take to send the invites individually.

Course Objectives

In this 2 day course, you will learn how to create, save and close documents, edit text, format documents, enhance them with WordArt, SmartArt, Charts, Pictures, Tables and mail out your work with the mail merge feature.

You will 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 Outline

Program Fundamentals

- Understanding the Word Screen
- Giving Commands & Command Shortcuts
- Creating a New Document
- Open, Preview, Save, Close a Document

Getting Started with Documents

- Enter, Delete, Select & Replace Text
- Navigating Through a Document
- Viewing a Document
- Working with the Document Window
- Viewing Multiple Document Windows

Editing Text

- Checking Spelling and Grammar
- Finding and Replacing Text
- Inserting Symbols and Special Characters
- Copying and Moving Text
- Controlling Text Move or Copy
- Collecting Items to Move or Copy
- Using Undo, Redo and Repeat

Formatting Characters and Paragraphs

- Changing Font Type, Size, Colour, Styles and Effects
- Create Lists & Change Paragraph Alignment
- Adding Paragraph Borders and Shading
- Change Line Spacing & Spacing between Paragraphs
- Copying Formatting
- Set, Adjust & Remove Tab Stops
- Using Indentations
- Good Practices in Formatting

Formatting Page

- Adjusting Margins
- Changing Page Orientation and Size
- Using Page Breaks
- Working with Section Breaks & Hyphenation
- Adding a Cover Page and Page Numbers
- Using Headers and Footers

Working with Themes and Styles

- Apply & Create a Style
- Modifying and Deleting a Styles
- Applying Document Themes

Working with Graphics and Charts

- Inserting Clip Art, Pictures & Graphics Files
- Altering the Look of Pictures and Graphics
- Formatting Pictures or Graphics
- Resizing, Moving, Copying, and Deleting Graphics
- Positioning Graphics
- Applying Special Effects
- Insert & Format a Chart

Working with Tables

- Create, Resize and move a Table
- Adjust Table Alignment and Text Wrapping
- Insert, Delete & Adjust Rows and Columns
- Working with Borders & Shading
- Using Table Styles

Working with Mail Merge

- Steps to Perform Mail Merge
- Creating Labels
- Creating Envelopes