

Word 2019 – Level I

Course Objective: Learn how to operate Microsoft Windows Word 2019.

Class Description: The Microsoft Office Word 2019: Part 1 book is filled with valuable information for this class. It is recommended that you read the chapters ahead of time to understand and comprehend the material presented in the class fully.

Topics	Chapters and Topics Presented	Lessons
Topic A Topic B Topic D	Navigate Microsoft Word Create and Save Word Documents Edit Documents	Lesson 1
Topic A Topic B Topic C	Apply Formatting Control Paragraph Layout Align Text Using Tabs	Lesson 2
Topic A Topic B	Make Repetitive Edits Apply Repetitive Formatting	Lesson 3
Topic A Topic B	Sorting a List Managing Lists	Lesson 4
Topic A Topic B Topic C	Adding Tables Modify Table Format Tables	Lesson 5

Notes

1. This is typically a non-graded class. If you require a grade request it at the first class.
2. This is an introduction class; basic knowledge of computers is required.
3. Some of the Topics cannot be done in class. An example of this is "Printing Documents"
4. Questions about prior class topics may be addressed at the end of class to allow current topics to be covered first.

Subject To Change