



## Word 2019 – Intermediate

### **Prerequisites:**

**Completion of Word 2019—Introduction class or equivalent experience with Microsoft Word. (See syllabus for Word 2019—Introduction class.)**

### **Course Schedule**

<b>Week</b>	<b>Topic (s)</b>
<b>Week 1</b>	<ul style="list-style-type: none"><li>• <b>Styles and themes</b></li><li>• <b>Templates</b></li><li>• <b>Control paragraph flow</b></li><li>• <b>Section breaks</b></li><li>• <b>Columns</b></li><li>• <b>Cover Pages</b></li><li>• <b>Table of Contents</b></li><li>• <b>Mail merge</b></li><li>• <b>Tracking changes</b></li></ul>

**Note: Book and practice files included. Students may bring their own USB drive (thumb drive) to save their work at the end of class, if des**

**Subject to Change**