



Word 2019 - Introduction

Prerequisites:

Comfortable using mouse and keyboard; some experience using Microsoft Windows and File Explorer. No prior knowledge of Microsoft Word required.

Course Schedule

Week (s)	Topic (s)
Week 1	Navigating the Word user interface and menus Editing documents Formatting text and paragraphs Bulleted and numbered lists Borders and shading Find and replace text Use styles and copy formatting
Week 2	Managing lists Insert, modify, and format a table Insert symbols and special characters Insert images into document Add page borders and color Add headers and footers Page setup and page layout Print preview and printing Checking spelling, grammar, etc.

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 desired.

Subject to Change