



Microsoft Word 2019 - Level I

Course Schedule

Week (s)	Topic (s)
Week 1	<ul style="list-style-type: none">• Navigate Microsoft Word• Create and Save Word Documents• Edit Documents
Week 2	<ul style="list-style-type: none">• Apply Formatting• Control Paragraph Layout• Align Text Using Tabs
Week 3	<ul style="list-style-type: none">• Make Repetitive Edits• Apply Repetitive Formatting
Week 4	<ul style="list-style-type: none">• Adding Tables• Modify Table• Format Tables

Note:

Subject to Change