

Word 2019 for Users

Part 1: Get started with Word 2019

- Chapter 1: Word 2019 basics
- Chapter 2: Create and manage documents
- Chapter 3: Enter and edit text

Part 2: Create professional documents

- Chapter 4: Modify the structure and appearance of text
- Chapter 5: Organize information in columns and tables
- Chapter 6: Add simple graphic elements

Part 3: Enhance document content

- Chapter 7: Insert and modify diagrams and 3D models
- Chapter 8: Insert and modify charts
- Chapter 9: Format document elements
- Chapter 10: Organize and arrange content

Part 4: Review and finalize documents

- Chapter 11: Collaborate on documents
- Chapter 12: Finalize and distribute documents

Coverage of course contents will depend upon prior knowledge of the participant.