

# 55272-A: Introduction to Microsoft Word 2019

## Course outline

### Module 1: Creating a Microsoft Word Document

This module explains how to get started using Microsoft Word.

#### *Lessons*

- Starting Microsoft Word
- Creating a Document
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document

#### *Lab : Create a Microsoft Word Document*

After completing this module, students will be able to:

- Start Microsoft Word.
- Create a Microsoft Word document.
- Save a Microsoft Word document.
- Use the Status Bar.
- Close a Microsoft Word document.

### Module 2: The Ribbon

This module explains how to work with the Ribbon in Microsoft Word.

#### *Lessons*

- The Ribbon
- Tabs
- Groups
- Commands

#### *Lab : Exploring the Ribbon*

After completing this module, students will be able to:

- Use tabs.
- Use groups.
- Use commands.

Understand groups and commands are found on which tabs.

### Module 3: The Backstage View

This module explains how to work with the Backstage View.

#### *Lessons*

- Introduction to the Backstage View
- Opening a Document
- New Documents and Word Templates
- Configuring Documents to Print
- Adding Your Name to Microsoft Word
- Adding Values to Document Properties
- Working with Autosaved Versions of Documents

#### *Lab : Backstage View Exercises*

- Open a Document
- Write a Thank You Letter Using a Template Letter
- Print a Document

After completing this module, students will be able to:

- Learn about the Backstage view.
- Open a Microsoft Word document.
- Start a new Microsoft Word document.
- Use Microsoft Word templates.
- Print a Microsoft Word document.
- Personalize your copy of Microsoft Word.

### Module 4: The Quick Access Toolbar

This module explains how to work with the Quick Access Toolbar in Microsoft Word.

#### *Lessons*

- Adding Common Commands
- Adding Additional commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

### *Lab : Customize the Quick Access Toolbar*

After completing this module, students will be able to:

- Add common commands to the Quick Access Toolbar.
- Add additional commands to the Quick Access Toolbar.

Move the Quick Access Toolbar.

## Module 5: Formatting Microsoft Word Documents

This module explains how to format Microsoft Word Documents.

### *Lessons*

- Selecting Text
- Selecting Fonts
- Working with Fonts
- Working with Lists
- Inserting a Hyperlink in a Document
- Using Styles
- Using Themes
- Using the Ruler
- Setting Margins

### *Lab : Formatting Exercises*

- Working with Fonts
- Working with Lists
- Inserting a Hyperlink
- Applying and Creating Custom Styles
- Using Tabs
- Setting Margins

After completing this module, students will be able to:

- Add, remove, and change fonts in Microsoft Word documents.
- Work with lists.
- Add hyperlinks in a document.
- Apply styles in Microsoft Word documents.
- Use themes.
- Use the Ruler within Microsoft Word.
- Set margins within Microsoft Word.

## Module 6: Editing Documents

This module explains how to edit documents in Microsoft Word.

### *Lessons*

- Find
- Find and Replace
- Find and Replace Tips
- Appending Text to a Document
- Using the Clipboard

### *Lab : Editing Documents Exercises*

- Using Find and Replace
- Using the Clipboard

After completing this module, students will be able to:

- Locate information in your document using Find.
- Use Find and Replace to quickly replace words or phrases with other words or phrases.
- Use the Cut, Copy, Paste and Format Painter commands to edit documents.

## Module 7: Finalizing Microsoft Word Documents

This module explains how to finalize Microsoft Word Documents.

### *Lessons*

- Adding Page Numbers
- Headers and Footers
- Checking Spelling and Grammar

### *Lab : Finalizing Microsoft Word Documents Exercises*

- Adding Page numbers
- Using Headers and Footers
- Checking Spelling and Grammar

After completing this module, students will be able to:

- Add page numbers to a Microsoft Word document.
- Add and customize Headers and Footers.
- Find and correct spelling mistakes.
- Find and correct grammar mistakes.