KOENIG
step forward

Microsoft Solutions Partner
Microsoft Cloud Training Services

KOENIG SOLUTIONS · COURSE OUTLINE

Intermediate Microsoft Word Using Co-Pilot

Learn to apply advanced formatting, tables, images, illustrations and page layout options in Microsoft Word.

1 Day	6	29	21
8 HOURS A DAY	MODULES	TOPICS	HANDS-ON ACTIVITIES

COURSE OVERVIEW

Enroll for this 1-Day Intermediate Microsoft Word 2019 training in which students will learn advanced formatting, use Word 2019 drawing tools, create and manage tables, and work with column layouts.

WHO THIS COURSE IS FOR

This course is intended for students who have basic skills with Microsoft Word 2019 who want to learn intermediate-level skills or students who want to learn the topics covered in this course in the 2019 interface

LEARNING OBJECTIVES

- Apply shading, borders and paragraph spacing to documents
- Edit PDF documents within Microsoft Word
- Insert and format tables using table styles
- Insert, place, size and wrap text around images
- Adjust image borders and effects
- Configure page orientation, columns, fields and section breaks
- Add charts, shapes, SmartArt, icons and captions
- Use the navigation pane and multiple document windows

COURSE SYLLABUS

6 Modules, 29 Topics

01

4 Activities

Advanced Formatting

This module explains how to use advanced formatting techniques in Microsoft Word.

TOPICS

Shading and Borders · Setting Line and Paragraph Spacing · Changing Styles · Paragraph Marks and Other Formatting Symbols · Using Formatting Symbols · Editing PDF Documents in Microsoft Word

02

3 Activities

Working with Tables

This module explains how to work with tables in Microsoft Word.

TOPICS

Inserting a table · Table styles · Formatting a Table

03

5 Activities

Working with Images

This module explains how to work with images in Microsoft Word.

TOPICS

Inserting Images · Placing and Sizing Images · Wrapping Text around an Image · Adjusting Images · Borders and Effects

04

2 Activities

Page Layout

This module explains how to work with page layout options in Microsoft Word.

ORIENTATION AND PAPER SIZE

Using Live Layout and Alignment Guides · Working with Columns · Advanced Formatting · Working with Fields

Page and Section Breaks

05

5 Activities

Working with Illustrations

This module explains how to work with Illustrations in Microsoft Word.

TOPICS

Adding and Editing Charts · Working with Clip Art · Using Shapes · Working with Icons · Working with SmartArt · Creating Captions · Using Building Blocks

06

2 Activities

Viewing Your Documents

This module explains how work with viewing options in Microsoft Word.

TOPICS

Document Views · Using the Navigation Pane · Multiple Windows

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	**Advanced Formatting**	**LAB: ADVANCED FORMATTING - EXERCISES** ■ Using Shading and Borders ■ Changing Styles ■ Using Formatting Symbols ■ Editing PDF Documents and Microsoft Word
02	**Working with Tables**	**LAB: WORKING WITH TABLES - EXERCISES** ■ Insert a Table ■ Adding Styles to a Table ■ Formatting a Table
03	**Working with Images**	**LAB: WORKING WITH IMAGES - EXERCISES** ■ Insert an Image into a Microsoft Word Document ■ Place and Size an Image in a Microsoft Word Document ■ Wrapping Text around an Image ■ Adjusting Images in Microsoft Word ■ Adding Borders and Effects to Images in Microsoft Word
04	**Page Layout**	**LAB: PAGE LAYOUT EXERCISES** ■ Changing the Page Setup ■ Adding Page and Section Breaks

#	MODULE	ACTIVITY
05	**Working with Illustrations**	**LAB: WORKING WITH ILLUSTRATIONS - EXERCISES** ■ Working with Charts ■ Working with Clip Art ■ Adding Shapes ■ Working with Smart Art ■ Inserting a Building Block in a Document
06	**Viewing Your Documents**	**LAB: VIEWING YOUR DOCUMENTS EXERCISES** ■ Using the Navigation Pane ■ Working with Multiple Windows

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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