



See more at www.zandax.com/courses/word-365-introduction

Course information from ZandaX

Microsoft Word 365 (2019) Beginners

A premier Microsoft Word training course from ZandaX

Course duration: 7 hours 20 minutes of comprehensive content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Introduction
- ✓ Getting Started with Word
- ✓ Character Formatting
- ✓ Paragraph Formatting
- ✓ Managing Lists
- ✓ Tables
- ✓ Styles
- ✓ Controlling Page Appearance
- ✓ Sectioning
- ✓ Graphics
- ✓ Envelopes and Labels
- ✓ Mail Merges
- ✓ Page Setup Options
- ✓ Indexing and Table of Contents
- ✓ Review and Printing
- ✓ Other Word Options
- ✓ Wrap Up

What does our Word Introduction course cover?

Learn Best Practice with Microsoft Word

Microsoft Word has been the go-to application for word processing for a considerable time. But just because it's easy to pick up, doesn't mean you'll be able to use its features properly -- or avoid picking up bad habits along the way!

So here's a course that's designed for all newcomers to Word who want to learn best practice and become productive in a short time.

You'll also find it of great help if you are self-taught, and find yourself frustrated when things take too long -- or go wrong.

When you take this course, you'll avoid hitting basic problems with Word, and be able to use the basic features properly.

This Microsoft Word skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft word skills?

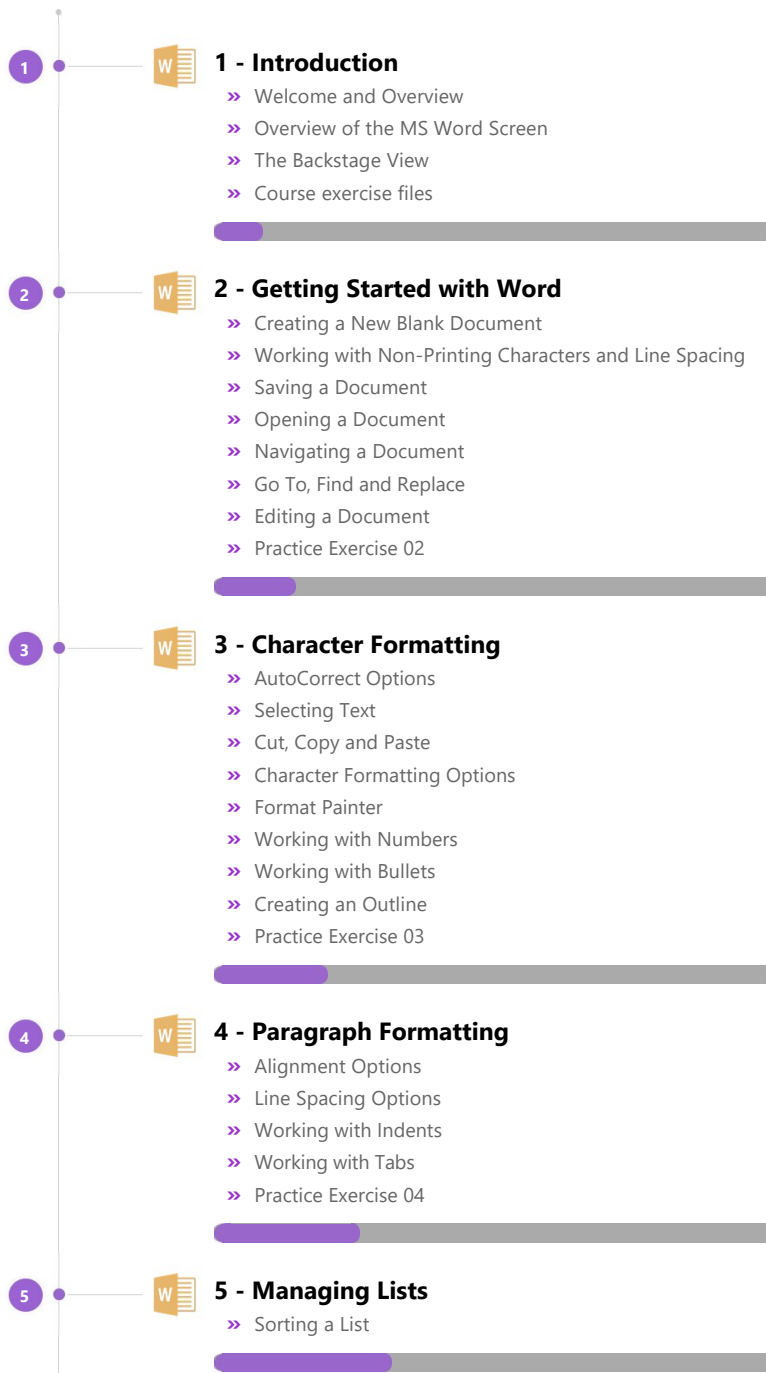
Course requirements

No previous experience with Word is required, but you should be proficient in using a PC with Microsoft Windows.

Who's this course for?

This course has been designed for new users of Microsoft Excel who want to become productive in the shortest possible time.

Course content for Microsoft Word 365 (2019) Beginners



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6 - Tables

- » Working with Tables
- » Creating a Table
- » Adding Rows and Columns to a Table
- » Formatting Table Data
- » Borders and Shading
- » Sorting in a Table
- » Drawing in a Table
- » Converting Existing Data to a Table
- » Quick Tables
- » Using Formulas in Tables
- » Practice Exercise 06



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7 - Styles

- » Working with Styles
- » Creating Styles
- » Editing Styles
- » Practice Exercise 07



8



8 - Controlling Page Appearance

- » Working with Page Breaks
- » Working with Columns
- » Adding a Watermark
- » Headers and Footers



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9 - Sectioning

- » What is Sectioning?
- » Document Sections
- » Odd and Even Sections
- » Practice Exercise 09



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10 - Graphics

- » Inserting Pictures
- » Inserting Pictures into Existing Documents
- » Picture Options
- » Working with Shapes
- » Icons and 3D Models
- » SmartArt, Charts and Screenshots
- » Practice Exercise 10



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11 - Envelopes and Labels

- » Working with Envelopes
- » Working with Labels



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12 - Mail Merges

- » What is Mail Merge?
- » Creating a Mail Merge Document - Part 1
- » Creating a Mail Merge Document - Part 2
- » Merging a Document with an Existing Data Source
- » Merging Envelopes and Labels
- » Merging a Directory
- » Practice Exercise 12



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13 - Page Setup Options

- » Building Blocks
- » Auto Text
- » Practice Exercise 13



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14 - Indexing and Table of Contents

- » Creating an Index
- » Creating a Table of Contents
- » Practice Exercise 14



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15 - Review and Printing

- » Using the Thesaurus and Spell Check
- » Comments
- » Page Setup Options
- » Printing
- » Practice Exercise 15



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16 - Other Word Options

- » Word Options
- » Protecting a Document
- » Macros



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17 - Wrap Up

- » Closing Video



More about the ZandaX Microsoft Word 365 (2019) Beginners course

Create a Strong Foundation in Microsoft Word Skills

If you want to learn how to use Microsoft Word properly, doing things right and using the features available, this is the course for you!

You'll begin by learning how to use the interface, then move on to character and paragraph formatting,

Next you'll learn all about lists, tables, styles, graphics, page appearance and page setup so your documents look their best.

Then you'll find out how to use envelopes and labels, followed by the extraordinarily time-saving Mail Merge facility.

There's a section on creating indexes and tables of contents, before the course winds up with reviewing and printing your documents.

By the end of the course you'll have a great grounding in how to use Word quickly, effectively and professionally.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

You also get accompanying exercises that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/word-365-introduction to view the latest details, including related courses, prices and quantity discounts.

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