

Microsoft Office Word 2019/2021 – Part 1

COURSE OVERVIEW

Microsoft Word 2019/2021 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2019/2021 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2021): Exam MO-100 and Word Expert (Office 365 and Office 2021): Exam MO-101 certifications

WHO SHOULD ATTEND?

This course is intended for delegates who want to learn basic Word 2019/2021 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Navigate and perform common tasks in Word, including opening, viewing, editing, saving, printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects, including symbols, special characters, illustrations, pictures, and clip art.
- Format pages with borders, colors, watermarks, headers and footers, and page layout.
- Use Word features to identify and correct spelling, grammar, readability, and accessibility issues.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Creating and editing simple documents
- Formatting documents
- Adding tables and lists
- Adding design elements and layout options
- Proofing documents
- Preparation for Word Associate (Office 365 and Office 2021): Exam MO-100
- Preparation for Word Expert (Office 365 and Office 2021): Exam MO-101 certifications

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded