

# Microsoft Word 2019

In this foundational Microsoft skills training, learners of all skill levels will learn basic to advanced Word functions. After finishing the this Word 2019 online course, you'll know how to navigate the interface, develop documents using basic text, paragraph, and page formatting, use tables, and collaborate on files. You'll also gain an understanding of advanced topics like mail merge, macros, graphics, styles, table of contents, and indexing.

[CBT Nuggets course material](#) →

## WEEK 1

### Microsoft Word 2019

157 min.

Supplemental File	1
Course Introduction	3
Finding Your Way Around	4
Getting Help	3
Text Basics	6
Working with Text	10
Paragraph Formatting	9
Simple Bullets and Numbering	6
Creating a Custom Automatic Multi-Level Numbered List	9
Avoiding Automatic Numbering	5
Tables	7
Getting Started with Tables	6
Doing More with Tables	10
Tables Tips and Tricks	8
Page Layout	9
Headers, Footers, and Page Numbering	8
AutoCorrect and AutoFormat	8
Building Blocks	5
Save and AutoRecover	7
Working with Styles	8
Properties of Heading Styles	5
Creating a Table of Contents	10
Drawing Tools	10

## WEEK 2

153 min.

Pictures and Videos	10
Text Boxes	7
WordArt and Other Text Effects	7
Working with Themes	9
Creating and Using Templates	10
Normal Template	6
Clipboard Tips and Tricks	10
Charts and Graphs	10
Sharing Files	10
Co-Authoring	5
Reviewing Tools	11
Protecting Documents	10
Mail Merge	10
Envelopes and Labels	7
Equations	7
Customising Your Workspace	11
Inking	4
Proofing Tools	9

### **WEEK 3**

	<b>55 min.</b>
Cross-References and Hyperlinks	7
Footnotes, Endnotes, and Captions	8
Creating an Index	10
Bibliography	8
Table of Authorities	5
Office Add-ins	7
Recording Macros	9