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Microsoft Word 2019

Module 1: Beginner

- 1.01 Instructor Intro
- 1.02 Course Intro
- 1.1 Explaining the Ribbon
- 1.2 Creating a Document
- 1.3 Saving Files
- 1.4 Page Views
- 1.5 Formatting Text
- 1.6 Ruler, Margins and Tab Stops
- 1.7 Moving and Duplicating Text
- 1.8 Line Spacing and Paragraph Formatting
- 1.9 Basic Editing
- 1.10 Insert a Basic Table and Graphics
- 1.11 Working with Styles

Module 2: Intermediate

- 2.1 Intermediate Intro
- 2.2 Collaboration & Co-Authorship
- 2.3 Tracking and Viewing Changes
- 2.4 Commenting
- 2.5 Templates & Layouts
- 2.6 Layout Functions on the Ribbon
- 2.7 Customize, Format and Convert Tables and Use as a Page Layout
- 2.8 Insert and Edit a Cover Page
- 2.9 Insert and Customize Headers and Footers
- 2.10 Insert and Customize Endnotes and Footnotes
- 2.11 Creating Sections in a Long Document
- 2.12 Using Sections to Format a Document
- 2.13 Deleting a Section
- 2.14 Reviewing, Inserting and Updating TOC
- 2.15 Creating a Data Source and Linking a Mailing List
- 2.16 Print Settings for Mail Merge

Module 3: Advanced

- 3.1 Adding the Developer Tab
- 3.2 Functionality Among Microsoft Office Products
- 3.3 Using Formulas in Word
- 3.4 Citing Sources in Word
- 3.5 Reviewing and Merging Versions of the Same Document

3.6 Creating a Master Document

3.7 Creating Sub Documents and Editing Master and Sub Docs

3.8 Controlling Editable Content

3.9 Form Creation Using the Developer Tab

3.10 Macros