



Microsoft Word 2019

Level 3: Word Advanced Document Management Course Outline

Welcome

Welcome to your Microsoft Word 2019 course and thank you for choosing to study with Skills Campus.

You will receive a digital copy of your study material, which will come in a ZIP file. Most operating systems have built-in software that will open this automatically. If your system does not open the file, you can easily open this file by downloading any free zip software.

Skills Campus' Learning Management Platform is powered by uCertify.

Course Objective

This course will teach you how to manage documents, insert and format text, paragraphs, and sections; manage tables and lists, create and manage references; insert and format graphic elements; and manage document collaboration. Objective's cover creating and maintaining professional-looking reports, multi-column newsletters, resumes, and business correspondence.

This level has a range of topics over 6 modules that are accompanied by quizzes, flashcards, hands-on labs, and video tutorials.

All three levels map the objectives to successfully complete the exam for the Microsoft certification. Upon completion of all 3 levels of Microsoft courses with Skills Campus, you can gain the required skillset to go for the Microsoft MO-100 Exam, which leads to becoming certified with the Microsoft Office Specialist: Word Associate (Word and Word 2019) certification.

Syllabus

Module 1: Advanced formatting

Module 2: Advanced document management

Module 3: Using references

Module 4: Creating mailings

Module 5: Macros and forms

Module 6: Appendix A: Internationalisation and accessibility

Level 3: Word Advanced Document Management

After you complete this course, you will know how to:

- Use advanced formatting features such as text formatting, custom styles, embedded objects and charts, building blocks, and linked content
- Manage documents by configuring Word documents, creating or modifying templates, and tracking and reviewing document changes
- Use references within documents by creating bookmarks, cross-references, and indexes, and citing external sources to create a bibliography or table of authorities
- Define or import data sources to create a mail merge for use with form letters, envelopes, or labels
- Record and manage simple macros, and create forms using content controls and legacy form fields

Module 1: Advanced formatting

- A: Tables and charts
- B: Creating building blocks
- C: Linking text
- Summary

Module 2: Advanced document management

- A: Configuring Word options
- B: Working with templates
- C: Tracking and reviewing changes
- Summary

Module 3: Using references

- A: Internal references
- B: Indexing
- C: Citing external sources
- Summary

Module 4: Creating mailings

- A: Recipient lists
- B: Performing mail merges
- C: Envelopes and labels
- Summary

Module 5: Macros and forms

- A: Macros
- B: Forms
- Summary

Module 6: Appendix A: Internationalisation and accessibility

- A: Internationalisation
- B: Managing accessibility in documents