# Microsoft Word 2019 Compact (W19K)

**ID** W19K **Price** 1,290.— €(excl. tax) **Duration** 3 days

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## This training includes:

- Microsoft Word 2019 for Beginners (W19E)
- Microsoft Word 2019 for Advanced Users (W19F)

## Course Overview

Lernen Sie mit diesem Kompaktkurs in kürzester Zeit, wie Sie mit Word Briefe, Lebensläufe, Einladungen und andere Dokumente erstellen. Unterstützt mit leicht verständlichen, praxisnahen Beispielen und Tipps, zeigen wir Ihnen, wie Sie clever und zielorientiert mit Word arbeiten. Bereits auf den ersten Seiten lernen Sie anhand eines leicht nachvollziehbaren Beispiels alle grundlegenden Aspekte von Word kennen – von der Texteingabe über das Speichern von Dokumenten bis hin zum Drucken. So haben Sie bereits nach dem ersten Kapitel die Grundlagen der Arbeit mit Word nicht nur verstanden, sondern auch praktisch erfahren.

Nachdem Sie einen Überblick über die grundlegenden Möglichkeiten von Word erhalten haben, erlernen Sie nach und nach alle Word-Features, die in der späteren Praxis von Bedeutung sein können, etwa das Formatieren der Inhalte oder das Einfügen von Bildern und Tabellen. So können Sie Ihre Word-Kompetenzen ganz nach Bedarf schrittweise ausbauen. Darüber hinaus leistet Ihnen „Word 2019 – Grundkurs kompakt“ auch als Nachschlagewerk immer wieder wertvolle Dienste.

- Schnelleinstieg und Bedienkonzept
- Text eingeben und überarbeiten
- Zeichen, Absätze und Seiten formatieren
- Zeit sparen mit Designs und Vorlagen
- Tabellen und Abbildungen hinzufügen
- Dokumente korrigieren und drucken

## Course Content

### Microsoft Word 2019 for beginners

- 1 Get to know Word
- 2 Basic techniques
- 3 Move, copy, search, replace text
- 4 Format text
- 5 Format paragraphs
- 6 Apply indents and tab stops
- 7 Format more efficiently
- 8 Use designs
- 9 Design page layout
- 10 Insert and edit illustrations
- 11 Create tables
- 12 Design and optimize tables
- 13 Correct, Translate, Look Up
- 14 Printing documents
- 15 Word individualisieren

### Microsoft Word 2019 Advanced

- 1 Designs anpassen
- 2 Use format templates
- 3 Use document templates
- 4 Outlines
- 5 Directories
- 6 tips for large documents
- 7 SmartArt graphics
- 8 Insert diagrams, tables, objects
- 9 Mail merge, envelopes and labels
- 10 Teamwork

## Detailed Course Outline

### Microsoft Word 2019 for beginners

#### 1 Get to know Word

- 1.1 What is Word
- 1.2 Start Word and open document
- 1.3 Entering, editing and saving texts
- 1.4 Design document
- 1.5 Print document
- 1.6 Closing Documents and Exiting Word

#### 2 Basic techniques

- 2.1 Word windows at a glance
- 2.2 Using the ribbon

- 2.3 Help for Word
- 2.4 Zoom function and document views
- 2.5 Reading mode and having text read aloud
- 2.6 Entering and changing text
- 2.7 Inserting new lines, paragraphs and breaks
- 2.8 Mark text
- 2.9 Undoing work
- 2.10 Automatic corrections during text input
- 2.11 Switching between open documents
- 2.12 Saving documents
- 2.13 Creating and opening documents
- 2.14 Exercise

### 3 Move, copy, search, replace text

- 3.1 Move and copy text
- 3.2 Determine formatting during insertion
- 3.3 Copying between open documents
- 3.4 Text suchen
- 3.5 Replace text
- 3.6 Exercise

### 4 Format text

- 4.1 Basic knowledge of character formatting
- 4.2 Formatting characters
- 4.3 Small caps, capital letters and highlighters
- 4.4 Exercise

### 5 Format paragraphs

- 5.1 Basic knowledge of paragraph formatting
- 5.2 Align paragraphs
- 5.3 Setting up paragraph spacing and line spacing
- 5.4 Enumerations and numbering
- 5.5 Frames, lines and shading
- 5.6 Formatting characters
- 5.7 Exercise

### 6 Apply indents and tab stops

- 6.1 Adding indents to paragraphs
- 6.2 Using standard stop
- 6.3 Using individual tab stops
- 6.4 Editing tab stops
- 6.5 Entering text at any position
- 6.6 Exercise

### 7 Format more efficiently

- 7.1 Basic knowledge of format templates
- 7.3 Creating or editing style sheets
- 7.4 Transferring and removing formatting
- 7.5 Exercises

### 8 Use designs

- 8.1 Basic knowledge of designs
- 8.2 Assigning and customizing designs
- 8.3 Designs and manual character formatting
- 8.4 Exercise

### 9 Design page layout

- 9.1 Basic knowledge of page layout
- 9.2 Changing page margins, orientation and format
- 9.3 Inserting and removing breaks
- 9.4 Column text
- 9.5 Basic knowledge of hyphenation
- 9.6 Hyphenation by Word
- 9.7 Exercise

### 10 Insert and edit illustrations

- 10.1 Basic knowledge
- 10.2 Inserting images
- 10.3 Inserting shapes and pictograms
- 10.4 Inserting 3D models and online videos
- 10.5 Resize and crop illustrations
- 10.6 Set text wrapping
- 10.7 Positioning illustrations
- 10.8 Change layer and group illustrations
- 10.9 Designing illustrations
- 10.10 Edit shapes
- 10.11 Copy or move illustrations
- 10.12 Exercise

### 11 Create tables

- 11.1 Insert tables
- 11.2 Editing and marking table contents
- 11.3 Positioning and aligning tables
- 11.4 Adjusting column width and row height
- 11.5 Extend or delete table
- 11.6 Draw table
- 11.7 Convert text to table and vice versa
- 11.8 Exercise

### 12 Design and optimize tables

- 12.1 Formatting tables in color
- 12.2 Align table contents
- 12.3 Connecting or splitting cells
- 12.4 Tips on tables
- 12.5 Exercise

### 13 Correct, Translate, Look Up

- 13.1 Basic knowledge spelling and grammar checker

- 13.2 Checking during text entry
- 13.3 Check entire document
- 13.4 Adjusting the correction behavior
- 13.5 Correcting foreign language texts
- 13.6 Translate text
- 13.7 AutoCorrect
- 13.8 Look up terms and synonyms
- 13.9 Exercise

### 14 Printing documents

- 14.1 Using print preview
- 14.2 Adjusting print settings
- 14.3 Exercise

### 15 Word individualisieren

- 15.1 Making personal settings
- 15.2 Customizing the Toolbar for Access
- 15.3 Customizing the ribbon
- 15.4 Customizing other Word options

## Microsoft Word 2019 Advanced

### 1 Designs anpassen

- 1.1 Basic knowledge of designs
- 1.2 Change and edit design
- 1.3 Compose your own design
- 1.4 Pass on design
- 1.5 Exercise

### 2 Use format templates

- 2.1 Basic knowledge of format templates
- 2.2 Create style sheet
- 2.3 Special features of style sheets
- 2.4 Adjusting or deleting a style sheet
- 2.5 Adjusting the display of style sheets
- 2.6 Create style sheet set
- 2.7 Exercise

### 3 Use document templates

- 3.1 Basic knowledge of document templates
- 3.2 Document template Normal.dotm
- 3.3 Using your own document templates
- 3.4 Example of a letter document template
- 3.5 Creating a Document Template for a Letter
- 3.6 Setting headers
- 3.7 Define footer lines
- 3.8 Create address field and reference line
- 3.9 Use folding and hole marks
- 3.10 Creating style sheets and AutoTexts
- 3.11 Exercise

### 4 Outlines

- 4.1 Basic knowledge of structure
- 4.2 Create outline
- 4.3 View outline
- 4.4 Adapt outline
- 4.5 Navigation Area
- 4.6 Exercise

### 5 Directories

- 5.1 Table of contents
- 5.2 Labels and list of figures
- 5.3 Index
- 5.4 Update and format directory
- 5.5 Exercise

### 6 tips for large documents

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- 6.1 Views for multi-page documents
- 6.2 The Go To Command
- 6.3 Counting words and numbering lines
- 6.4 Using the Plastic Reader View
- 6.5 Exercise

### 7 SmartArt graphics

- 7.1 Basic knowledge SmartArt graphics
- 7.2 Creating SmartArt graphics
- 7.3 Editing the structure of SmartArt graphics
- 7.4 Designing SmartArt graphics
- 7.5 Inserting graphics
- 7.6 Exercise

### 8 Insert diagrams, tables, objects

- 8.1 Creating a diagram in Word
- 8.2 Design diagram and change diagram type
- 8.3 Inserting an Excel table into Word
- 8.4 Linking and embedding objects
- 8.5 Exercise

### 9 Mail merge, envelopes and labels

- 9.1 Basic knowledge of mail merge
- 9.2 Start mail merge
- 9.3 Connect data source
- 9.4 Mail merge fields
- 9.5 Check and complete mail merge
- 9.6 Directories and address labels
- 9.7 Printing envelopes and labels manually

- 9.8 Exercise

## 10 Teamwork

- 10.1 Basic knowledge of teamwork
- 10.2 Comments
- 10.3 Track changes
- 10.4 Set processing restrictions
- 10.5 Print or delete labels
- 10.6 Editing a document together
- 10.7 Present document or send by e-mail
- 10.8 Check accessibility
- 10.9 Exercise

# About Fast Lane

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- ✓ Blended & Hybrid Learning
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