

# Getting Started with Word 2019

Hands-on course of 2 days - 14h

Ref.: DOB - Price 2024: €760 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Master and customize the work interface

Design and format a simple document

Create and insert a table

Record, print, and share a document

Add a visual element to the document (icons, SVG, SmartArt, etc.)

Work in shared mode

Use display modes and learning tools

## TEACHING METHODS

Active learning based on examples, demonstrations, experience-sharing, real cases, and an evaluation of what was learned from the training.

## HANDS-ON WORK

Discussions, experience-sharing, demonstrations, tutorials, and real cases to help you throughout the training.

## CERTIFICATION

If registering for the TOSA® certification option, you must do so at the same time as course registration. The exam is made up of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam is proctored by the instructor and is carried out online during the last half-hour of the course. If taking place in a remote classroom, the exam must be both scheduled and then taken online within 4 weeks following the start of your session.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 07/2021

### 1) Getting started and configuring the interface

- Grasping the interface, the ribbon, the Backstage menu.
- Using tabs, groups, commands, and dialog box launchers.
- Optimizing your work with the ruler, sound, and non-printing characters.
- Using display modes: Zoom bar, one-page view, side-by-side view, etc.
- Identifying learning tools: Listen to text, correct pronunciation, etc.

*Hands-on work* : Learn about and register for the AVIT® certification option. Customizing your work interface. Using multiple read methods and sharing a document.

### 2) Designing a document

- Creating, opening, and saving a document.
- Entering, correcting, and translating a text.
- Selecting, copying, moving, and deleting text.
- Sharing a document and solving accessibility problems.
- Configuring autocorrect options.
- Search and replace.
- Using LaTeX in equations.

- Working in shared mode (real-time editing, etc.).

*Hands-on work* : Designing a document, saving it and managing its sharing, corrections, and edits. Making collages and keyboard shortcuts.

### 3) Formatting

- Editing and formatting characters.
- Paragraph alignment and borders.
- Changing indents, line spacing, and paragraph spacing.
- Applying shading.
- Using a numbered or bulleted list.
- Inserting special characters.

*Hands-on work* : Editing a document's formatting.

### 4) Inserting a table

- Applying shading to a table
- Adding more rows as you enter fields.
- Editing column width and row height.
- Formatting the table.
- Inserting an external table.

*Hands-on work* : Creating and formatting a simple table.

### 5) Layout and printing

- Editing a document's margins.
- Numbering pages.
- Document print settings, and printing the document.
- Online option: Schedule and take the AVIT® exam within 4 weeks.

*Hands-on work* : Placing the document properly within the page by changing the margins, orientation, etc.

### 6) Adding visual impact

- Drawing with your finger, a digital stylus, or a mouse.
- Incorporating SmartArt, watermarks, an image.
- Adding and customizing icons or scalable vector graphics (SVGs).

*Hands-on work* : Hands-on work

## DATES

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REMOTE CLASS

2024 : 08 Jul, 17 Oct