



Learning Microsoft Word 2019 & 365

Program Content

The course content includes, but not limited to:

Text Editing:

- Inserting and deleting text
- Copying and pasting text
- Grouping, moving, and rotating text
- Changing font style, color, and effects
- Adjusting text size, paragraph, and character style

Graphic Editing:

- Drawing, resizing, and rotating shapes
- Adjusting alignment and position
- Applying shadows and other effects
- Adding and changing fill and outline colors
- Resizing and cropping pictures

Objects Editing:

- Adding rows and columns
- Adjusting table column with and row height
- Inserting, formatting and changing charts and graphs
- Hyperlinking text to a website

Cost

\$366 (Cost of tuition and required books)

Program Length

Total # of Hours: 9 weeks

Schedule

Tuesdays and Thursdays
5:00 - 8:00 pm

Location

Main Campus

Course Format

Face to Face

Enrollment of New Students

June 13, 2023



Description of Program

Word Processing is the software used across all industries throughout the world to create various documents from business letters and forms to reports. It is used to create, edit, print, and share documents from a computer or similar device. It is a vital communication tool and is one of the applications in the Microsoft Office Suite and can be used as a stand-alone application.

Books

Textbook: Microsoft Word 2019 & 365: Comprehensive

- ISBN:978-1-64061-063-7



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