2019-2020

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Miami Beach Senior High School



Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Word 2019

Study Guide

This Guide is to help you to learn Microsoft 2019 Word. Follow and complete all the tasks successfully and you will have the opportunity to take the Microsoft Word 2019 Industry Certification Test and pass. Keep up with the information, and this will keep track of assignments that need to be turned in and keep track of due dates. You can move ahead of the track if you like, Good luck and enjoy Word 2019!

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<https://edu.gcfglobal.org/en/word/>

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| Lesson # | Assignment | Due Date | Grade |
| 0 | GMetrix Word 2019 Baseline Test |  |  |
| **Word Basics** |
| 1 | Getting Started with Word |  |  |
| 2 | Understanding OneDrive  |  |  |
| 3 | Creating and Opening Documents  |  |  |
| 4 | Saving and Sharing Documents  |  |  |
| **Working with Text** |
| 5 | Text Basics  |  |  |
| 6 | Formatting Text Completed assignment and upload it to Edmodo for grade. |  |  |
| 7 | Using Find and Replace |  |  |
| 8 | Indents and Tabs |  |  |
| 9 | Line and Paragraph Spacing  |  |  |
| 10 | Lists Completed assignment and upload it to Edmodo for grade. |  |  |
| 11 | Hyperlinks  |  |  |
| GMetrix | Word 2019 Create and Manage Documents Training |  |  |
| GMetrix | Word 2019 Create and Manage Documents Test |  |  |
| **Layout and Printing** |
| 12 | Page Layout  |  |  |
| 13 | Printing Documents  |  |  |
| 14 | Breaks  |  |  |
| 15 | Columns Completed assignment and upload it to Edmodo for grade. |  |  |
| 16 | Headers and Footers Completed assignment and upload it to Edmodo for grade. |  |  |
| 17 | Page Numbers  |  |  |
| GMetrix | Word 2019 Format Text, Paragraphs, and Sections Training |  |  |
| GMetrix | Word 2019 Format Text, Paragraphs, and Sections Test |  |  |
| **Working with Objects** |
| 18 | Pictures and Text Wrapping  |  |  |
| 19 | Formatting Pictures Completed assignment and upload it to Edmodo for grade. |  |  |
| 20 | Shapes  |  |  |
| 21 | Text Boxes  |  |  |
| 22 | Aligning, Ordering, and Grouping Objects |  |  |
| 23 | Tables Completed assignment and upload it to Edmodo for grade. |  |  |
| 24 | Charts  |  |  |
| GMetrix | Word 2019 Create Tables and Lists Training |  |  |
| GMetrix | Word 2019 Create Tables and Lists Test |  |  |
| **Collaboration and Reviewing** |
| 25 | Checking Spelling and Grammar  |  |  |
| 26 | Track Changes and Comments |  |  |
| 27 | Inspecting and Protecting Documents  |  |  |
| GMetrix | Word 2019 Create and Manage References Training |  |  |
| GMetrix | Word 2019 Create and Manage References Test |  |  |
| **Doing More with Word** |
| 28 | SmartArt Graphics Completed assignment and upload it to Edmodo for grade. |  |  |
| 29 | Applying and Modifying Styles  |  |  |
| 30 | Mail Merge  |  |  |
| GMetrix | Word 2019 Insert and Format Graphic Elements Training |  |  |
| GMetrix | Word 2019 Insert and Format Graphic Elements Test |  |  |
| **Extras** |
| 31 | Buying Office 2019  |  |  |
| 32 | New Features in Office 2019  |  |  |
| GMetrix | Word 2019 Mail Merge Training |  |  |
| GMetrix | Word 2019 Mail Merge Test |  |  |
| GMetrix | Word 2019 Certification Training |  |  |
| GMetrix | Word 2019 Certification Test |  |  |

Notes: