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| **Word 2019** |
| * Getting started |
| * Editing text |
| * Text formatting |
| * Tables |
| * Page layout |
| * Graphics |
| * Proofing, printing, and exporting |
| * Advanced document formatting |
| * Mail Merge |
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| **Excel 2019** |
| * Getting started |
| * Entering and editing data |
| * Modifying a worksheet |
| * Functions |
| * Formatting |
| * Charts |
| * Graphics |
| * Printing |
| * Advanced formatting |
| * Data structure and tables |
| * Documenting and auditing |
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| **PowerPoint 2019** |
| * Getting started |
| * Creating presentations |
| * Editing slide content |
| * Working with shapes |
| * Graphics |
| * Tables and charts |
| * Preparing and printing presentations |
| * Slide masters and transitions |
| * Graphics and media |
| * Customizing slide elements |
| * Action buttons and equations |
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