Step by step Microsoft Word 2019

Tempat   : Bilik Latihan BPM, Suruhanjaya Perkhidmatan Pendidikan
Tarikh   : 20 – 21 Mac 2023
Pengajar   : En. Aizat Faliq bin Abdul Rahman

20 Mac 2023 (Isnin)	
MASA	**TAJUK**
09.00pg-09.45pg	**Part 1 –** Word 2019 basics **Part 2 –** Create and manage documents **Part 3 –** Enter and edit text
09.45pg-11.30pg	**Part 4 –** Modify the structure and appearance of text **Part 5 –** Organize information in columns and tables **Part 6 –** Add simple graphic elements
11.30pg -01.00ptg	**Part 7 –** Insert and modify diagrams **Part 8 –** Insert and modify charts **Part 9 –** Format document elements
01.00ptg-2.00ptg	Rehat
2.00ptg-5.00ptg	**Part 10 –** Organize and arrange content **Part 11 –** Collaborate on documents **Part 12 –** Finalize and distribute documents
5.00ptg	Bersurai

21 Mac 2023 (Selasa)	
MASA	**TAJUK**
09.00pg-10.45pg	**Part 13 –** Reference content and content sources **Part 14 –** Merge data with documents and labels
10.45pg-12.30ptg	**Part 15 –** Create custom document elements **Part 16 –** Customize options and the user interface
12.30ptg-01.00ptg	**Kuiz**
01.00ptg-2.00ptg	Rehat dan Bersurai

Step by Step Microsoft Word 2019 – Course Outline

Beginners		
Bil.	**Topik**	**Jam**
1.	Word 2019 basics - Start Word - Work in the Word user interface - Manage Office and app settings	6
2.	Create and manage documents - Create documents - Open and move around in documents - Display different views of documents - Display and edit file properties - Save and close documents	
3.	Enter and edit text - Enter and import text - Move, copy, and delete text - Find and replace text - Use reference and research tools	
4.	Modify the structure and appearance of text - Apply paragraph formatting - Structure content manually - Apply character formatting - Create and modify lists - Apply built-in styles to text - Change the document theme	
5.	Organize information in columns and tables - Present information in columns - Create tabbed lists - Present information in tables - Format tables	
6.	Add simple graphic elements - Insert, move, and resize pictures - Edit and format pictures - Insert screen clippings - Draw and modify shapes - Add WordArt text	

Step by Step Microsoft Excel 2019 – Course Outline

Intermediate		
Bil.	**Topik**	**Jam**
1.	Insert and modify diagrams - Create diagrams - Modify diagrams - Create picture diagrams	**6**
2.	Insert and modify charts - Create charts - Modify charts - Format charts	
3.	Add visual elements - Format the page background - Insert a background watermark - Insert headers, footers, and page numbers - Insert preformatted document parts - Build equations	
4.	Organize and arrange content - Reorganize document outlines - Arrange objects on a page - Use tables to control page layout	
5.	Collaborate on documents - Mark up documents - Display and review document markup - Compare and merge documents - Control content changes - Coauthor documents	
6.	Finalize and distribute documents - Locate and correct text errors - Preview and adjust page layout - Control what appears on each page - Prepare documents for electronic distribution - Print and send documents	

Step by Step Microsoft Excel 2019 – Course Outline

Advanced		
Bil.	**Topik**	**Jam**
1.	Reference content and content sources - Insert bookmarks and cross-references - Display document information in fields - Insert and modify footnotes and endnotes - Create and modify tables of contents - Create and modify indexes - Cite sources and compile bibliographies	6
2.	Merge data with documents and labels - Understand the mail merge process - Start the mail merge process - Choose and refine the data source - Insert merge fields - Preview and complete the merge - Create individual envelopes and labels	
3.	Create custom document elements - Create and modify styles - Create and manage custom themes - Create and attach templates - Create custom building blocks	
4.	Customize options and the user interface - Change default Word options - Customize the Quick Access Toolbar - Customize the ribbon - Manage add-ins and security options	