

Microsoft Word 2019

Step

by

Step

Joan Lambert



PRACTICE FILES



Microsoft Word 2019 Step by Step

Joan Lambert

Microsoft Word 2019 Step by Step

Table of Contents

Cover

Title Page

Copyright Page

Contents

About the author

i: Introduction

- Who this book is for

- The Step by Step approach

- Features and conventions

- Download the practice files

- E-book edition

- Get support and give feedback

 - Errata and support

 - Stay in touch

Part 1: Get started with Word 2019

- 1 Word 2019 basics

 - Start Word

 - Work in the Word user interface

 - Identify app window elements

 - Sidebar: About Office

 - Work with the ribbon and status bar

 - Sidebar: Adapt procedures for your environment

 - Manage Office and app settings

Table of Contents

 Sidebar: Microsoft account options

Get help and provide feedback

Key points

Practice tasks

2 Create and manage documents

 Create documents

 Open and move around in documents

 Open existing documents

 Sidebar: Open documents in Protected View

 Sidebar: Open and edit PDF files in Word

 Move around in documents

 Display different views of documents

 Display and edit file properties

 Save and close documents

 Manually save documents

 Automatically save documents

 Sidebar: Save files to OneDrive

 Save documents in other formats

 Sidebar: Maintain compatibility with earlier versions of Word

 Close documents

 Key points

 Practice tasks

3 Enter and edit text

 Enter and import text

 Move, copy, and delete text

 Sidebar: Paste options

 Find and replace text

 Use reference and research tools

 Sidebar: Install Office tools

 Sidebar: Display document statistics

 Key points

Table of Contents

Practice tasks

Part 2: Create professional documents

4 Modify the structure and appearance of text

Apply paragraph formatting

Configure alignment

Configure vertical spacing

Configure indents

Sidebar: Configure paragraph borders and shading

Structure content manually

Apply character formatting

Sidebar: Character formatting and case considerations

Sidebar: Format the first letter of a paragraph as a drop cap

Create and modify lists

Sidebar: Format text as you type

Apply built-in styles to text

Apply styles

Manage outline levels

Change the document theme

Key points

Practice tasks

5 Organize information in columns and tables

Present information in columns

Create tabbed lists

Present information in tables

Sidebar: Insert spreadsheet content into a document

Sidebar: Other table layout options

Format tables

Sidebar: Quick Tables

Key points

Practice tasks

6 Add simple graphic elements

Table of Contents

Insert, move, and resize pictures

 Sidebar: Graphic formats

Edit and format pictures

 Sidebar: Add video content to documents

Provide additional information about pictures

Insert screen clippings

Insert and format icons

 Sidebar: Work with scalable vector graphics

Draw and modify shapes

 Draw and add text to shapes

 Sidebar: Use the drawing canvas to draw shapes

 Sidebar: Locate additional formatting commands

 Move and modify shapes

 Format shapes

 Sidebar: Insert symbols

Build equations

Key points

Practice tasks

Part 3: Enhance document content

7 Insert and modify diagrams and 3D models

 Create diagrams

 Modify diagrams

 Create picture diagrams

 Insert and modify 3D models

 Insert 3D models

 Modify 3D models

 Key points

 Practice tasks

8 Insert and modify charts

 Create charts

 Sidebar: Custom chart templates

Table of Contents

Modify charts

- Manage chart data

- Modify the display of chart elements

- Sidebar: Pie charts

Format charts

Key points

Practice tasks

9 Format document elements

- Format the page background

- Insert a background watermark

- Insert headers, footers, and page numbers

- Insert preformatted document parts

- Sidebar: Insert and link custom text boxes

Key points

Practice tasks

10 Organize and arrange content

- Reorganize document outlines

- Manage content in the Navigation pane

- Manage content in Outline view

- Arrange objects on a page

- Use tables to control page layout

- Sidebar: Structure content for accessibility

Key points

Practice tasks

Part 4: Review and finalize documents

11 Collaborate on documents

- Mark up documents

- Insert comments

- Track changes

- Display and review document markup

Table of Contents

Display markup

Review and respond to comments

Review and process tracked changes

Sidebar: Remember to check for errors

Compare and combine documents

Compare and combine separate copies of a document

Compare separate versions of a document

Control content changes

Restrict actions

Restrict access by using a password

Coauthor documents

Key points

Practice tasks

12 Finalize and distribute documents

Locate and correct text errors

Sidebar: Set mathematical AutoCorrect options

Preview and adjust page layout

Control what appears on each page

Prepare documents for electronic distribution

Sidebar: Accessibility issues

Print and send documents

Key points

Practice tasks

Part 5: Use advanced Word functions

13 Reference content and content sources

Insert bookmarks and cross-references

Sidebar: Hyperlink to additional resources

Display document information in fields

Insert and modify footnotes and endnotes

Create and modify tables of contents

Table of Contents

Sidebar: Other reference tables

Create and modify indexes

Cite sources and compile bibliographies

Key points

Practice tasks

14 Merge data with documents and labels

Understand the mail merge process

Start the mail merge process

Get started with letters

Get started with labels

Get started with email messages

Choose and refine the data source

Select an existing data source

Create a new data source

Refine the data source records

Sidebar: Refresh data

Insert merge fields

Preview and complete the merge

Create individual envelopes and labels

Generate individual envelopes

Generate individual mailing labels

Key points

Practice tasks

15 Create custom document elements

Create and modify styles

Create and manage custom themes

Create and attach templates

Create custom building blocks

Key points

Practice tasks

16 Customize options and the user interface

Table of Contents

Change default Word options

- Manage general Office and Word options

- Manage display options

- Manage proofing options

- Manage file saving options

- Manage language options

- Manage advanced options

Customize the Quick Access Toolbar

- Sidebar: Transfer user interface customizations to another Word installation

Customize the ribbon

Manage add-ins and security options

- Manage add-ins

- Configure Trust Center options

Key points

Practice tasks

Appendix: Keyboard shortcuts

Glossary

A

B

C

D

E

F

G

H

I

J

K

L

Table of Contents

M

N

O

P

Q

R

S

T

V

W

X

Y

Z

Index