

Word 2019 (MO-100) In Browser Labs

Product Id (204229)

🕒 2h 3m | 📁 Office 2019 | 📁 6 module(s) | 📶 All

✔ Has resources

The Word 2019 course demonstrates how to use the software to create eye-catching resumes, well-formatted cover letters, engaging newsletters, and more. The course covers creating and managing documents; formatting text, paragraphs, and sections; adding tables and lists; creating and managing references; inserting and formatting graphical elements; and effectively collaborating on documents. Users will improve their overall employability while preparing for the Word 2019 certification exam.

This course should be taken in the following order, as displayed in the course index: Domain 2, Domain 3, Domain 4, Domain 5, Domain 6, and Domain 1. This is intentional and you'll need concepts learned in earlier domains to complete the labs and tests in Domain 1.












A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

Course content

Expand all Collapse all

Domain 2 - Insert and Format Text, Paragraphs, and Sections	🕒 36m 38s	Open
📁 Word 2019 Student Workbook		
Lesson 1 - Introduction	🕒 6m 23s	Open
📁 Word 2019 Domain 2 Lesson 1 Resources		
Lesson 2 - Insert Text and Paragraphs	🕒 6m 47s	Open
📁 Word 2019 Domain 2 Lesson 2 Resources		

Lesson 3 - Format Text and Paragraphs	🕒 15m 6s	Open
📖 Word 2019 Domain 2 Lesson 3 Resources		
Lesson 4 - Create and Configure Sections	🕒 8m 22s	Open
📖 Word 2019 Domain 2 Lesson 4 Resources		
📄 Word 2019 Domain 2 Post-Assessment		
Domain 3 - Manage Tables and Lists	🕒 42m 31s	Open
Lesson 1 - Create Tables	🕒 7m 53s	Open
📖 Word 2019 Domain 3 Lesson 1 Resources		
Lesson 2 - Modify Tables	🕒 20m 6s	Open
📖 Word 2019 Domain 3 Lesson 2 Resources		
Lesson 3 - Create and Modify Lists	🕒 14m 32s	Open
📖 Word 2019 Domain 3 Lesson 3 Resources		
📄 Word 2019 Domain 3 Post-Assessment		
Domain 4 - Create and Manage References	🕒 22m 31s	Open
Lesson 1 - Create and Manage Reference Elements	🕒 12m 58s	Open
📖 Word 2019 Domain 4 Lesson 1 Resources		
Lesson 2 - Create and Manage Reference Tables	🕒 9m 33s	Open
📖 Word 2019 Domain 4 Lesson 2 Resources		
📄 Word 2019 Domain 4 Post-Assessment		
Domain 5 - Insert and Format Graphic Elements	🕒 51m 30s	Open
Lesson 1 - Insert Illustrations and Text Boxes	🕒 15m 13s	Open
📖 Word 2019 Domain 5 Lesson 1 Resources		
Lesson 2 - Format Illustrations and Text Boxes	🕒 16m 45s	Open
📖 Word 2019 Domain 5 Lesson 2 Resources		
Lesson 3 - Add Text to Graphic Elements	🕒 9m 40s	Open

 Word 2019 Domain 5 Lesson 3 Resources		
Lesson 4 - Modify Graphic Elements	🕒 9m 52s	Open
 Word 2019 Domain 5 Lesson 4 Resources		
 Word 2019 Domain 5 Post-Assessment		
Domain 6 - Manage Document Collaboration	🕒 16m 31s	Open
Lesson 1 - Add and Manage Comments	🕒 6m 28s	Open
 Word 2019 Domain 6 Lesson 1 Resources		
Lesson 2 - Manage Change Tracking	🕒 10m 3s	Open
 Word 2019 Domain 6 Lesson 2 Resources		
 Word 2019 Domain 6 Post-Assessment		
Domain 1 - Manage Documents	🕒 43m 34s	Open
Lesson 1 - Navigate Within Documents	🕒 10m 20s	Open
 Word 2019 Domain 1 Lesson 1 Resources		
Lesson 2 - Format Documents	🕒 15m 45s	Open
 Word 2019 Domain 1 Lesson 2 Resources		
Lesson 3 - Save and Share Documents	🕒 9m 40s	Open
 Word 2019 Domain 1 Lesson 3 Resources		
Lesson 4 - Inspect Documents for Issues	🕒 7m 49s	Open
 Word 2019 Domain 1 Lesson 4 Resources		
 Word 2019 Domain 1 Post-Assessment		

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