

Word 2019 New Features

Course Overview

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This course introduces students to new features in Microsoft Word 2019 to help them stay up to date and comfortable working in the application.



Who Should Attend

This course is designed for those who have used previous versions of Microsoft Word and would like to learn about the new functions and features of Word 2019. Note that this course does not provide an introduction to the basics of the application, so beginners may want to take more foundational courses before learning the new features.

Course Objectives

The goal of this course is to show students the new features that have been added to Microsoft Word 2019. You will learn about the new help ribbon, productivity enhancements, and graphic enhancements. By the end of this session, you will be able to take full advantage of all that Word 2019 has to offer.

Course Outline

1 Lessons

New in Word 2019 - Learn about the new help ribbon.

Using Productivity Enhancements - Learn about the Microsoft Translator, accessibility checker, learning tools, and viewing a page side-to-side.

Using Graphic Enhancements - Learn how to use drawing and inking tools, icons, 3D models, funnel charts, linear format equations, and picture effects.

Collaborating in Word - Learn how to share and co-author a document.