MS Word 2019 Pacing Guide

8 Week Course



Chapter / Topic / Activity	Session / Time to Complete
Chapter 1: Introducing the Word Application Interface	
Topic 1A: The Ribbon	Session 1=90 min
1.1: Practice - Using the Ribbon	
1.1: Quiz - Using the Ribbon	
Topic 1B: The Status Bar	
1.2: Practice - Customize the Status Bar	
1.2: Quiz - Customize the Status Bar	
Topic 1C: The Quick Access Toolbar	
1.3: Practice - Customize the Quick Access Toolbar	
1.3: Quiz - Customize the Quick Access Toolbar	
Topic 1D: The Backstage View	Session 2=90 min
1.4: Practice - Document Properties	
1.4: Quiz - Document Properties	
1.5: Practice - Inspect a Document	
1.5: Quiz - Inspect a Document	
1.6: Practice - Check Accessibility	
1.6: Quiz - Check Accessibilty	
1.7: Practice - Remove Compatibility Mode	
1.7: Quiz - Remove Compatibility Mode	
Chapter 1: Project	Session 3=45 min
Estimated Time to Complete Chapter	**3 Sessions/225 min = 3.75 hours**
Chapter 2: Managing Documents with Word Options	
Topic 2A: The General Option	Session 4=45 min
2.1: Practice - Enable Live Preview	
2.1: Quiz - Enable Live Preview	
Topic 2B: The Display Option	
2.2: Practice - Change Display Options	
2.2: Quiz - Change Display Options	
Topic 2C: The Proofing Option	Session 5=90 min
2.3: Practice - Using Autocorrect	
2.3: Quiz - Using Autocorrect	
Topic 2D: The Save Option	
2.4: Practice - Change the AutoRecover File Location	
2.4: Quiz - Change the AutoRecover File Location	
Chapter 2: Project	Session 6=45 min
Estimated Time to Complete Chapter	**3 Sessions/180 min = 3 hours**
Chapter 3: Create and Format Documents	
Topic 3A: Create a Document	Session 7=90 min
3.1: Practice - Create a New Blank Document	
3.1: Quiz - Create a New Blank Document	
Topic 3B: Create a Document from a Template	
3.2: Practice - Use a Template to Create a Document	
3.2: Quiz - Use a Template to Create a Document	

Topic 3C: Find and Replace	
3.3: Practice - Find and Replace	
3.3: Quiz - Find and Replace	
Topic 3D: Format Text	Session 8=90 min
3.4: Practice - Format Text	
3.4: Quiz - Format Text	
Topic 3E: The Style Gallery	
3.5: Practice - Apply a Style	
3.5 E: Quiz - Apply a Style	
3.6: Practice - Apply a Style Set to a document	
3.6: Quiz - Apply a Style Set to a document	
Chapter 3: Project	Session 9=45 min
Estimated Time to Complete Chapter	**3 Sessions/225 min = 3.75 hours**

Chapter 4: Document Spacing Paragraphs and Sections	
Topic 4A: Line and Paragraph Spacing	Session 10=90 min
4.1: Practice - Line and Spacing	
4.1: Quiz - Line and Spacing	
Topic 4B: Page Setup Paragraphs and Sections	
4.2: Practice - Change Page Setup	
4.2: Quiz - Change Page Setup	
Topic 4C: Borders	
4.3: Practice - Insert a Page Border	
4.3: Quiz - Insert a Page Border	
Topic 4D: Create and Modify Lists	Session 11=45 min
4.4: Practice - Define a New Bullet	
4.4: Quiz - Define a New Bullet	
4.5: Practice - Create and Continue Numbering	
4.5: Quiz - Create and Continue Numbering	
4.6: Practice - Change the List Level of a Numbered List	
4.6: Quiz - Change the List Level of a Numbered List	
Chapter 4: Project	Session 12=45 min
Estimated Time to Complete Chapter	**3 sessions/180 min = 3 hours**

Chapter 5: Managing Tables	
Topic 5A: Inserting a Table	Session 13=90 min
5.1: Practice - Inserting a Table	
5.1: Quiz - Inserting a Table	
Topic 5B: Modifying a Table Layout	
5.2: Practice - Modifying a Table Layout	
5.2: Quiz - Modifying a Table Layout	
5.3: Practice - Repeat Header Rows and Modify Cell Spacing	
5.3: Quiz - Repeat Header Rows and Modify Cell Spacing	
Topic 5C: Modifying a Table Style	Session 14=90 in
5.4: Practice - Modifying the Style of a Table	
5.4: Quiz - Modifying the Style of a Table	

Topic 5D: Converting Text to Table	
5.5: Practice - Convert Text to Table	
5.5: Quiz - Convert Text to Table	
Topic 5E: Converting Table to Text	
5.6: Practice - Convert Table to Text	
5.6: Quiz - Convert Table to Text	
Topic 5F: Sort a Table	Session 15=45 min
5.7: Practice - Sort a Table	
5.7: Quiz - Sort a Table	
Chapter 5: Project	Session 16=45 min
Estimated Time to Complete Chapter	**4 Sessions/270 min = 4.5 hours**

Chapter 6: Managing References	
Topic 6A: Footnotes and Endnotes	Session 17=90 min
6.1: Practice - Inserting Footnotes and Endnotes	
6.1: Quiz - Inserting Footnotes and Endnotes	
Topic 6B: Converting Footnotes and Endnotes	
6.2: Practice - Convert all Endnotes to Footnotes	
6.2: Quiz - Convert all Endnotes to Footnotes	
Topic 6C: Inserting Citations and Bibliographies	Session 18=90 min
6.3: Practice - Insert a Citation	
6.3: Quiz - Insert a Citation	
Topic 6D: Insert an Automatic Table of Contents	Session 19=90 min
6.4: Practice - Insert a Table of Contents	
6.4: Quiz - Insert a Table of Contents	
Topic 6E: Bookmarks and Hyperlinks	
6.5: Practice - Adding a Bookmark	
6.5: Quiz - Adding a Bookmark	
Chapter 6: Project	Session 20=4 5min
Estimated Time to Complete Chapter	**4 Sessions/315 min = 5.25 hours**

Chapter 7: Working with Graphic Elements	
Topic 7A: Shapes	Session 21=90 min
7.1: Practice - Insert a Shape	
7.1: Quiz - Insert a Shape	
Topic 7B: Pictures and 3D Models	
7.2: Practice - Insert a Picture	
7.2: Quiz - Insert a Picture	
7.3: Practice - Insert a 3D Model	
7.3: Quiz - Insert a 3D Model	
Topic 7C: SmartArt	Session 22=90 min
7.4: Practice - SmartArt Graphics	
7.4: Quiz - SmartArt Graphics	
7.5: Practice - Add Alt Text to a SmartArt Graphic	
7.5: Quiz - Add Alt Text to a SmartArt Graphic	
Topic 7D: Inserting a Caption	

7.6: Practice - Inserting a Caption to SmartArt	
7.6: Quiz - Inserting a Caption to SmartArt	
Chapter 7: Project	Session 23=45 min
Estimated Time to Complete Chapter	**3 Sessions/225 min = 3.75 hours**

Chapter 8: Manging Document Collaboration	
Topic 8A: Add and Manage Comments	Session 24=90 min
8.1: Practice - Add and Manage Comments	
8.1: Quiz - Add and Manage Comments	
Topic 8B: Manage Document Collaboration	
8.2: Practice - Tracking and Review	
8.2: Quiz - Tracking and Review	
Chapter 8: Project	Session 25=45 min
Estimated Time to Complete Chapter	**2 sessions/135 min = 2.25 hours**
Estimated Time to Complete Course	**25 Sessions/1,755 min = 29.25 hours**