

TIPS & TRICKS IN WORD - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Navigating & Editing Shortcuts

- ▶ Navigation Keyboard Shortcuts
- ▶ Selecting using Keyboard Shortcuts
- ▶ Editing & Formatting Shortcuts
- ▶ AutoCorrect, Synonyms & the Thesaurus

Creating Documents

- ▶ Applying & Modifying Styles
- ▶ Creating a Table Of Contents
- ▶ Using the Navigation Pane
- ▶ Working with Building Blocks
- ▶ Creating Quick Tables
- ▶ Aligning Text with Tabs & Indents
- ▶ Multi-Level Numbered Lists
- ▶ Multiple Numbered Lists & Restart Numbering

Document Layouts

- ▶ Inserting & Deleting Page Breaks
- ▶ Document Layouts & Section Breaks
- ▶ Multiple Headers, Footers & Page Numbers

Course Duration: 1/2 Day

Price Per Day: £695
(For any 2 Bite Sized courses)

Suitable For:

Those who work with Word on a regular basis and who need to improve their knowledge and efficiency using some of the shortcuts and features available within the application.

Learning Outcomes:

By the end of the course delegates will be able to move around and format text using a range of shortcuts and quickly produce impressive documents using a styles, building blocks and tables.

Prerequisite Skills:

Delegates attending this course should be existing Word users who can create and format documents, using both character and paragraph formatting.