

WORD TIMESAVING FEATURES

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Microsoft
Office 365
Word Essentials



COURSE LENGTH: 1.0 DAYS

This course is designed for current users of Microsoft Office Word for Windows who have already mastered the basics covered in our Word Essential Skills course.

Our aim is to provide you with the necessary skills to produce documents using Microsoft Office Word for Windows (referred to here as Word). We will also introduce many time-saving features using quick keys and short cuts.

Word is a document generating tool, which makes tasks like producing memos, letters and reports, easy and efficient. In this course we cover time saving features such as:

- Navigating quickly around a document using the Browse features.
- Using AutoText, AutoComplete and AutoFormat to save time with automatic recall of text or graphics, automatic completion of text and automatic insertion of formatting.
- Reordering lists into numeric or alphabetical order by sorting text.
- Using Tables and Columns to effectively layout documents.
- Working with Styles to apply automatic formats that are used often.

It is important that you use your new skills as soon as possible on completion of this training course. We encourage you to take your own notes, and to review this Course Guide once you are back at your workplace.

This course in conjunction with Word Timesaving Features and Word Long Documents covers the material examined in the MOS Word Core exam.

WORD TIMESAVING FEATURES COURSE OUTLINE

FOREWORD

Great if you've got the Word Essentials covered but want to up your game. You want to get consistent formatting quickly with Styles or want to familiarise yourself with a range of Word timesaving features such as Autotext, Tables, Headers and Footer then this is the course for you.

OUTCOMES

This course will provide you with the necessary skills to work with Word more efficiently, saving time, improving layout and ensuring consistency. We will introduce many timesaving features such as automatic bullets and numbering, styles and tables.

MODULES

Lesson 1: Revising the Essential Features

Lesson 2: Bullets and Numbering

Lesson 3: Creating and using Styles

Lesson 4: Using Different Views

Lesson 5: Navigating using Go To

Lesson 6: Saving Time with Quick Parts

Lesson 7: Sorting Text

Lesson 8: Creating and Editing Tables

Lesson 9: Creating Sections

Lesson 10: Creating Headers and Footers

Lesson 11: Numbering Pages Automatically

Lesson 12: Formatting Text with Themes

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)
- [Public Classes - Enrol Now!](#)