PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

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1.0 DAY COURSE

Word Timesaving Features

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.

What You'll Gain:

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 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: The Word Window
- Lesson 2: Creating and Editing Documents
- Lesson 3: Using Print Preview and Page Setup
- Lesson 4: Review of Ribbon and Handling Files
- Lesson 5: Moving around your Document
- Lesson 6: Finding and Replacing Text
- Lesson 7: Selecting Text
- Lesson 8: Cutting, Copying, and Pasting
- Lesson 9: Smart Tags
- Lesson 10: Formatting Text Characters
- Lesson 11: Formatting Paragraphs
- Lesson 12: Creating and Using Styles
- Lesson 13: Bullets and Numbering
- Lesson 14: Working with the Format Painter
- Lesson 15: Creating and Editing Tables
- Lesson 16: Inserting Graphics & Online Pictures
- Lesson 17: Proofreading documents
- Lesson 18: Thesaurus and Dictionary
- Lesson 19: Using AutoCorrect
- Lesson 20: AutoFormat as you Type
- Lesson 21: Using Go To
- Lesson 22: Setting Page Breaks and Printing

Talk to our expert team

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