

Improving Productivity with Word

Course Length

3 hours

Course Objective

Participants will become more efficient in their daily use of Microsoft Word.

Target Student

This class is for Word users who are comfortable with the basics and want to learn shortcuts to be more efficient OR for people who haven't taken a training class recently (or ever) and want to learn new features.

Prerequisites

Participants should be comfortable with saving, opening, closing and basic editing.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Outline

- Show/Hide hidden symbols
- Set the default to single spacing
- Shortcuts for moving around and selecting data
- Using paste options
- Collect and paste multiple items
- Repeat key, Format painter, Autocorrect
- Modify the Quick Access Toolbar
- Move and copy cells with drag and drop
- Building Blocks
- Word templates
- Recent Documents & Recent Folders
- Screenshots
- Section Breaks
- Emailing Word attachments

Also Includes

- Reference Material.
- Certificate of completion.