

Word to the Max

Length/CPE Hours

14 hours (2 day)

Time

Day 1 - 8:30 a.m. – 4:15 p.m. Central Time

Day 2 - 8:30 a.m. – 4:15 p.m. Central Time

One-hour break for lunch and a 15-minute morning and afternoon break.

Course Description

This custom class is designed to help students increase their knowledge of Microsoft Word skills. Topics chosen for this class were identified as areas that would be useful for specific job-related tasks. The goal is to improve efficient and productivity. Below is a course outline for this class:

DAY 1

SHORTCUTS AND NAVIGATION TECHNIQUES

- Customize the Ribbon and Quick Access Toolbar
- Customize the Status Bar
- Using Show/Hide
- Techniques for Quickly Selecting Text
- Keystroke and Navigation Shortcuts
- Using AutoCorrect
- Using Quick Parts & Building Blocks

FORMATTING

- Work with Font and Paragraph Formatting
- Learn to Repeat Formatting
- Use the Format Painter
- Work with Borders and Paragraph Formats
- Work with Line Spacing and Paragraph Spacing
- Work with Margins, Gutters and other Page Layout Settings
- Understand Non-Breaking Hyphens and Spaces
- Insert Special Characters

STYLES

- Understand the Importance of Styles
- Learn to Navigate Using Styles
- Create Tables of Contents Using Styles
- Create and Modify Styles
- Show the Style Area
- Show the Next Level Style Automatically
- Reveal Formatting

SECTIONS AND DOCUMENT LAYOUT

- Working with Page Breaks and Section Breaks
- Insert Section Breaks
- Working with Basic Headers and Footers
- Working with Different Headers between Sections
- Working with Opposite Page Header/Footers
- Work with Page Numbering

DAY 2

TABS AND TABLES

- Create and Change Custom Tabs
- Work with Different Types of Tabs
- Understand Indents
- Create a Table using Various Methods
- Select Parts of the Table
- Insert and Delete Rows and Columns
- Merge and Split Cells
- Add Borders and Shading to Tables
- Sort Data in a Table
- Change Text Orientation and Properties in Tables
- Perform Calculations in a Table
- Embed Excel Tables in Word Documents
- Link Excel files to Word Documents

FORMS

- Work with Basic FORM fields in a Table
- Create Fill-in Fields, Drop-down fields and Checkboxes
- Protect the Form

REFERENCES

- Create Custom Tables of Contents
- Work with Captions
- Create Cross-references

TRACKING CHANGES

- Turn on and off the Track Changes Feature
- Accept and Reject Changes
- Show Markup Options
- Reviewers
- Work with the New Simple Markup
- Document Inspector
- Advanced Track Changes Options

MAIL MERGE AND OTHER TOPICS

- Understanding a Mail Merge
- Using the Mail Merge Ribbon and Wizard
- Inserting Page Breaks, Dates and Bookmarks
- Working with Accessible Documents

Who Should Attend

Anyone who wants to improve their computer skills and learn how to effectively use Microsoft Word.

Prerequisites

None

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.