



PROFESSIONAL  
DEVELOPMENT  
TRAINING

# Word Timesaving Features

 1300 121 400

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 1.0 DAY COURSE

**This course is designed for people who are looking to enhance their skills in using Microsoft Word effectively. Whether you are a beginner or someone with basic knowledge of Word, this course will provide you with the necessary tools and techniques to become proficient in creating, editing, and managing documents.**

**This course is ideal for:**

- **Office professionals who need to create and manage documents regularly.**
- **Students who want to improve their document formatting and editing skills.**
- **Anyone looking to enhance their productivity by mastering Microsoft Word.**

## **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**

By completing this course, you will:

- Gain a comprehensive understanding of the Word interface and its features.
- Learn how to create and edit documents efficiently.
- Master formatting techniques to make your documents look professional.
- Understand how to use tools like spell check, thesaurus, and grammar check to improve the quality of your writing.
- Become proficient in using tables, graphics, and other elements to enhance your documents.
- Increase your productivity by learning shortcuts and tips for efficient document management.



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## 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**



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**REQUEST QUOTE**

**Talk to our expert team**

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