PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

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1.0 DAY COURSE

Word Timesaving Features

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.

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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