Making the Most of Word

Seminar Overview

This half day hands-off seminar is designed to enable you to make the most of Word but take up less of your time. It is an effective alternative to traditional hands-on class-room based courses, saving you money, cutting your learning time in half and at the same time increasing your efficiency and productivity.

The seminar includes time saving tips, tricks and shortcuts as well as many powerful features you may not even know were there. It is essential for anyone who wants to get the best out of Word.

Detailed seminar notes, workbook and data files are emailed at the end of the seminar allowing you to review and practise what you have learned in your own time and at your own pace.

The seminars are run under Windows and are suitable for users of 2007, 2010, 2013 and 2016 as well as Office 365.

Seminar Prerequisites
The seminar is ideally suited to delegates who already have a working knowledge of Word.

Seminar Content

Fully Understanding the Word Screen
Different ways of accessing commands. See the hidden secrets behind the quick access toolbar, scroll bars, status bar and rulers. Can you find all the keyboard shortcuts? Why do you sometimes replace text as you type? Can you work with two different parts of a document at the same time? How to hide the ribbon and all the document white space. How to pin drives, folders and files.

The Top 10 Most Effective Editing Techniques
Can you move around your document efficiently? Can you quickly select a word, sentence, line, paragraph and tabbed column? Do you use drag and drop, it's quicker than cut and paste! How to use the paste options. Use click and type – it will save you hours! Find out about the Office clipboard and how to link to data in Excel.

Tables
How to convert tabbed text into a table with four mouse clicks. A host of quick ways of formatting and enhancing your table and making sure you know how you can use wrapping to type text to the left or right of a table and any other objects in your document.

Document Checking & Automation
We show you how to control those things that Word does for you automatically and how to disable them if they annoy you! These include auto formatting and auto correct. Autotext allows you to save standard paragraphs of text and insert them into any document with one key press. This saves a great deal of time.

Formatting Text
Can you set your default font and paragraph formats? Quick and easy ways to copy formats using format painter. How to control the horizontal ruler markers to set the left and right margins.

Bullets & Numbering
How to quickly type a numbered or bulleted list. Do you have trouble using those 1, 1.1, 1.1.1 automatic paragraph numbers? Let us show you how to use these properly. Can you insert a blank line between numbered points?

Sections
Can you include a landscape page partway through a document by creating sections? Can you have a number of different headers and footers in your document? Let us show you how.