Grapevine Computing

Microsoft Word – Time Saving Features, Graphics and Longer Documents

Duration: **One day**

Overview - The course covers techniques designed to speed up your everyday use of Word. Techniques such as AutoCorrect and AutoText and templates show how text, pictures or everyday phrases can quickly be incorporated into other documents. The use of page breaks and page numbering is also covered as well as protecting documents. The use of "fillin" fields shows how document input can be greatly speeded up. The course also shows how to use the drawing tools to create posters or other graphic based documents.

Who Should Attend - Users should be familiar with the content of the previous course. The prime aim of this course is to introduce users to some of the many tools available within Word so that more professional documents can be created.

Content

Working with Templates

- Using existing Word templates
- Creating your own templates
- Editing and amending templates
- Using prompt fields in templates
- Adding date fields to templates

Time saving features

- Storing Autocorrect entries
- Storing AutoText entries
- Using AutoText entries
- Deleting AutoText entries
- Printing AutoText entries
- Finding and replacing text
- Using Quick Parts
- Modifying the Quick Access Toolbar

Using the Drawing Tools

- Adding WordArt
- Using SmartArt
- Adding shapes
- Formatting shapes
- Using Text boxes

Managing Files

- Using the properties box
- Adding passwords to confidential documents

Working with multi page documents

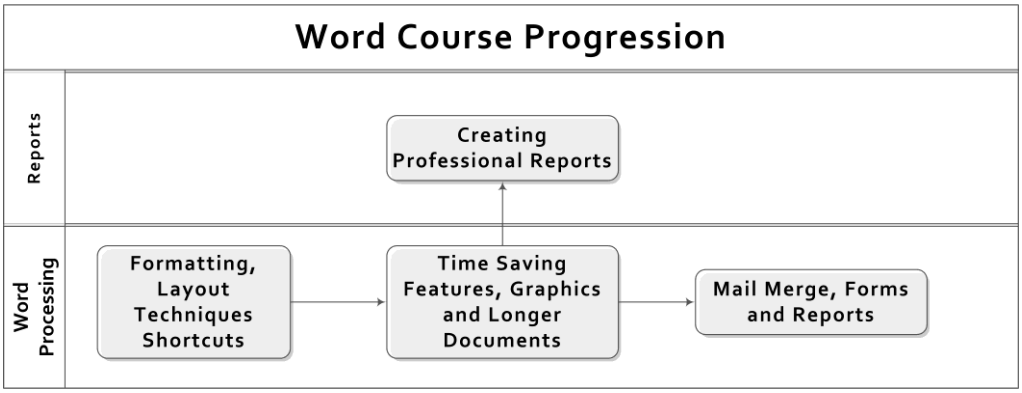
- Inserting page breaks
- Adding headers and footers
- Adding page numbers

Columns

- Creating columns
- Adjusting column length and layout
- Adjusting the spacing between columns
- Using Drop Caps

Working with Tables

- Changing table properties
- Simple calculations
- Sorting data
- Using the draw table facility
- Using tables to incorporate spreadsheets



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