

Advanced Word

Many people have learned Word processing on their own. Bad habits and a poor understanding of Word features mean hours of needless fiddling with Word documents. This workshop will help you discover the way Word works, and in the process you will discover 13 new skill areas that will allow you to create most documents in a fraction of time. Most Word users spend 60% of their time formatting documents and 40% writing content. After this workshop you will spend just 10 percent of your time formatting. The result... much better documents!

LENGTH: 1 DAY - 9:00AM-4:00PM | WORKSHOP ID: 100 | FEE: \$350.00/PERSON OR 1500/DAY

Topics and Skills

STYLES

- If you're not using styles, Word is just a typewriter
- Learn all about styles

TABLES

- Discover best practices for using tables
- Learn advanced table skills and keyboard shortcuts

NUMBERING AND PAGE NUMBERING

- Make numbering work perfectly once and for all!

FORMS

- Learn to turn documents into easy-to-edit forms

FINDING DOCUMENTS

- Discover how you can find lost documents in a fraction of the time

ARRANGE WINDOWS

- Learn to work in multiple documents at once
- Learn to edit two parts of a long document at once

MAIL MERGES

- Master mail merges and discover how they are not just for sales letters

SECTIONS

- Master document sections for more complex documents

BOOKMARKS & CROSS-REFERENCES

- Discover bookmarks
- Use bookmarks for navigation and cross-references

FIELDS

- Discover fields and find out how they save you lots of work

MACROS

- Simplify repetitive tasks with Macros

AUTOTEXT AND AUTOCORRECT

- Learn where and when to use AutoText in legal documents

TRACK CHANGES

- Discover the most efficient techniques for sharing documents with colleagues

Who Should Attend

You should know and use at the least the Word basics before you attend this workshop. We suggest an introduction to Word workshop prior to taking this course.

Call Now or Visit Our Website to Register

Toronto (416) 929-8324 (Dial 1 For Customer Service)
Toll Free 1800-654-3251
Register Online <http://www.edtech.ca/course.asp?id=100>