Microsoft Word for Windows – Workshop 2

Workshop Aim:

The aim of this workshop is to cover the advanced features available in Word 2007 to make large document creation easier by automating repetitious and often tedious formatting and reformatting.

Pre-requisites:

- Control paragraph spacing
- Indent paragraphs to correct line wrapping
- Copy formatting from one paragraph to another
- Know when to use a hard or soft page break
- Control multi level paragraph numbering

Learning Objectives:

Upon completion of this workshop, participants will be able:

- Quickly format text using keyboard shortcuts
- Customise the Quick Access toolbar
- Set global Office Spelling Checker options
- Create, apply and modify styles and Quick Styles
- Work in outline and document map views
- Manage section breaks
- Add and delete footnotes and endnotes
- Create and add Quick Parts
- Use revision tracking and compare multiple document versions
- Create simple forms

Training material provided:

- Quick reference card for Generic Office features
- Quick reference card for keyboard shortcuts
- Training manual including exercises

Duration – 1 day