

Microsoft Office Word Shortcuts Course Outline



Course aims:

This **2.5 hours** course has been designed users who would like to learn quicker/more efficient ways of working with Word.

Pre-requisites:

Delegates should be familiar with Microsoft Windows and have an understanding of Microsoft Office Word.

Who should attend:

Existing or self taught users who are familiar with Word.

Duration: 3 hours

Word Shortcuts	Set Word defaults, move around the document effectively, select/highlight text, enhance text, change case, non-breaking space, non-breaking hyphen, paragraph alignment and line spacing
Working with text	Move text and copy text, drag and drop, copy and drop, inserting text from another file, spike
Bullet points & numbering paragraphs	Bullet points, numbering and multi-level numbering.
AutoText	Create, use, edit, print and delete entries
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