



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: TAMING THE UNRULY WORD® DOCUMENT*

Help is here for misbehaving, maddening and mischievous Word documents. You know the ones—they suffer from what Microsoft calls the “snowflake syndrome”—dozens of styles and formatting and cost you hours of wasted time as you try to maintain consistency or even normalcy. We’ll begin our taming process with mastering the tricks for prevention and then delve into several of the best tools Word has to offer for taming unruly documents. No unruly document stands a chance with you after you’ve taken this enlightening class.

LENGTH

One 1 hour session.

PREREQUISITES

Word: *Level 1* or equivalent knowledge. You need to have a basic understanding of Microsoft Word. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

- Prevention tips
- Document compatibility
- Successful conversions
- Working with styles
- Formatting techniques
- Restriction options

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

OTHER WORD CLASSES

- Microsoft Office Word 2010: Transition from Word 2003
- Level 2
- Level 3
- Advanced Styles (Part 1)

*Actual content may vary depending on the version of Microsoft Word.

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Microsoft® Office Word®: Taming The
Unruly Word® Document
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- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Tips, Tricks & Traps
- Working With Microsoft Word Tables