



The Office Wiz

Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: TIPS, TRICKS & TRAPS*

Have you ever thought there must be an easier way to make Word do what you want it to do? Word's formatting and features designed to "help" you can be baffling and frustrating. Come to this tip packed workshop, and we'll unlock the mysteries of Word and put you on your path to becoming a power user! The workshop is instructor-led and loaded with valuable time saving tips and hands-on activities.

LENGTH

One four hour session.

PREREQUISITES

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

SPECIFIC CLASS CONTENT

- Understanding how Word "thinks"
- Controlling pagination – widows & orphans, block protecting
- Signature lines
- Toolbar customization
- AutoText entries
- Auto Formatting options
- AutoCorrect
- File management – history, favorites, labeling documents
- Format painter
- Reveal formatting
- Troubleshooting
- Time saving tips
- Setting options
- Questions and answers

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.

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

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OTHER WORD CLASSES

- Microsoft® Office Word® 2010: Transition from Word 2003
- Level 1
- Level 2
- Level 3
- Advanced Styles (Part 1)
- 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
- Taming The Unruly Word Document
- Working With Microsoft Word Tables