Education and Support for SharePoint, Office 365 and Azure
www.combined-knowledge.com

COURSE OUTLINE

BITESIZED MICROSOFT WORD

Course Duration: 2 hours

Overview

Microsoft Word quick tips and tricks users should know. Whether you're new or an existing user to Word, here are some of the hidden features user rarely know that will make you more proficient and increase productivity in using Word!

Audience

Whether you're new or an existing user to Word, here are some of the hidden features user rarely know that will make you more proficient and increase productivity in using Word!.

Prerequisites

No previous knowledge or experience of Microsoft Word is required, experience using Microsoft Office applications such as Word, Excel and Outlook would be an advantage but not necessary.

The course will cover the following content:

- Quick Access toolbar
- Pick from where you last left
- Navigation and highlighting in documents
- Auto Correct and its tips
- Navigation Pane
- Smart lookup
- Quick Parts
- AutoText
- Saving as a PDF
- Co-Authoring
- Dictate
- Watermark – add watermark documents
- Create Table of content
- Format painter
- Track changes
- Using Comments
- Word – Calculator
- Creating basic and outline number lists
- Read Aloud
- Search – use Immersive reader
- Determine Your Readability Statistics
- Useful Word Shortcuts

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Office 365 Power User

- Rapid Upskill for Office 365

- Power Automate

- Power Apps

- Power BI

SharePoint Power Users

- SharePoint Online Power User

- Nintex Workflow

- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators

- Advanced Infrastructure

- Office 365 Identities and Services

SharePoint Developers

- Developer Track