



## Word Tips and Tricks

Do you think of your computer as an upgraded typewriter? Do you think software has a life of its own? We will introduce you to the secrets of electronic word processing. You will learn the tricks of the trade to simplify your work. Did you know that you can simply double-click anywhere in a document and immediately the cursor will appear there? With one click you can position pictures in a document exactly where you want them. You will be surprised how easy it can be to work with Microsoft Word. Additionally, discover how you can effortlessly enhance your documents.

**Course objective:** To work efficiently with Word

**Prerequisites:** Basic knowledge of Word

**Length:** 3.5 hours

### Topics:

- Customizing the Quickaccess – Toolbar
- The Backstage View
- The difference between paragraphs and lines
- Highlight your text efficiently
- Using the format painter
- The most important formats
- What about styles
- Lists with numbers and bullets
- Tabulator versus tables
- Saving a document template
- Insert Graphics to your text
  - Where to get pictures from
  - Coordinating the text around a picture
  - Print screens
  - Reduce the size of the document
- If needed short introduction to merged letters