

Power Tips and Shortcuts – Text and Paragraph Formatting

Top Tips

- Selecting Text
- Changing document Views
- Show/Hide formatting marks
- Clear and Change Formatting
- Format Painter

Paragraph Formatting

- Line and Paragraph Spacing
- Working with Columns
- Creating Ruler Tabs and Leader Tabs
- Paragraph and Numbering Alignment

Page Formatting

- Insert Page Breaks
- Insert Section Breaks to control:
 - Page Orientation
 - Columns
 - Headers and Footers

Quick Text Entry

- Quick Parts
- AutoText Entries
- Word Fields

Is this the right level for you?

This course is suitable for delegates who are regular users of Word who have attended training in the past or who are mostly self-taught. You must have a basic understanding of a Microsoft Windows PC including keyboard and mouse familiarity.

What will you be able to do?

The aim of the course is to provide you with the skills that will help you control all those formatting issues when text just doesn't align or display in the way you want it to! It will also introduce you to quick tips and shortcut keys that will help you speed up your use of Word and hopefully put an end to those frustrating times when a deadline is looming!

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Booking Details

Email: training@firstpointconsultants.co.uk

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Website: www.firstpointconsultants.co.uk

Duration

3 Hours

Course Reference

Word 2013/Power Tips & Shortcuts/PTS01