WORD
The Best Bits

ON COURSE TRAINING

About this course

This course covers some of the less well known (but most useful) topics in Word and is designed for anyone who has struggled to get Word documents to behave or found it annoying when text changes unexpectedly.

You'll also learn useful tricks and shortcuts to format and make changes quickly to save you time and frustration as well as understanding how Word behaves so that you can solve problems yourself.

What you'll learn

Formatting
  - Paragraph spacing
  - Reveal formatting
  - Compare formatting
  - Find and replace formats
  - Format painter
  - Select text with same formatting
  - Overview of styles
  - Show the style pane

Editing
  - Show/Hide marks
  - Default settings
  - Different views
  - Show ruler and gridlines
  - Split screen
  - Edit in Print Preview
  - Redo last action
  - Reorganise paragraphs
  - AutoCorrect
  - Building Blocks

Get in touch

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Level — Introduction

Duration — Half Day

Versions — 2016/2019 Office 365