
Word Shortcuts & Tips

This class is intended for everyone who has recent experience using Word or has taken our Word class.

Instructor

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School Phone

805-497-2761

Class Dates

Room Location

Room 7B

Overview:

Go from Word *proficient* to Word *expert* by learning the many time and effort-saving techniques that Word has to offer. Decrease the amount of time spent on your documents by using the shortcuts, tips, and tricks-of-the-trade that you will learn by taking this class. The course will teach you great techniques like how to reduce the amount of typing you do in a given document, how to automatically correct any spelling mistakes you may make, how to have Word create content for you, and much, much more. This is the perfect class for those who use Word regularly but would like to learn how to streamline their work in creating and formatting their Word documents.

Class Resources and Recommended Books:

Learning materials and a list of shortcuts will be provided by your instructor

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The Instructor will lecture while demonstrating various Word techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

- AutoText and AutoCorrect
- Access and Customize Word Templates
- Time-Saving Keyboard Shortcuts
- Quick Parts
- Table of Contents and Figures Tools
- Shortcuts for Document Navigation
- Symbols and Special Characters
- Drag and Drop Method for Copying and Pasting
- Rearrange Text with The Spike
- Record and Run Macros
- The Navigation Pane