

Microsoft Word 365 – Tips, Tricks & Shortcuts

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Microsoft Word 365, this session covers a range of productivity focused tips, tricks and shortcuts designed to make working with Microsoft Word 365 easier. Appropriate for Microsoft Word 365 users at any level to fill gaps and learn shortcuts to improve documentation in Microsoft Word 365.

Requirements

Basic knowledge of Microsoft Word 365 desktop version.

What You Will Cover:

- Shortcuts to format document elements
- Shortcuts for managing input from colleagues on documents
- Combining multiple documents into one Word document
- Inserting and working with tables
- Advanced Headers & Footers
- Inserting a landscape page into a portrait document
- Working with Page Numbers and Pictures
- Document automation including Autocorrect, Quickparts and Styles
- Creating professional tables of content.