Making Microsoft® WORD Work for You

Yes, you can make your text look EXACTLY like you want in Word 2010. You'll start with tricks to quickly select just the text you want to change. You'll learn how to master tricky formatting issues such as indents, line spacing, and tabs. From there, you'll move on to more advanced techniques that the professionals use, such as pull-quotes, drop caps and more! Finally, you'll learn how to bring your documents to life with Word's new stunning 3-D, shadowed and textured graphics and graphics tools.

This Success Series Seminar is designed to provide general users of all skill levels with the information they need to use the Microsoft Word more effectively in order to simplify work and maximize productivity. This lively seminar will demonstrate each tip and include a workbook listing the steps to repeat it. These shortcuts will help you become more proficient with MS Word. **Learn the tips and tricks that will decrease your workload and increase your productivity.**

WHAT YOU WILL COVER:

- See what's new in Word 2010
- Get a guided tour of the new interface of Word 2010
- Learn to create your own custom Quick Access toolbar
- Learn the quickest ways to perform commands and by-pass the cumbersome Tabs and Ribbon.
- Take control of tables, breaks, margins, and headers and footers!
- Better manage the Output of your documents
- Save time with Word's easier-to-use Mail Merge options
- You'll learn how to take any data source and seamlessly blend that into letters, reports, mailing labels – even emails!
- You'll also learn the secret to instantly prepare your document to be distributed in the flexible PDF format or to be shared over your organization's website or intranet!

This training can be tailored to your needs!
- Choose a one-day training for all the basics
- Choose a two-day training for advanced training