



Microsoft Word – From User to Power User

From User to Power User is a comprehensive, 2-day program that teaches YOU how to plan, organize, and deliver professional documents easily as the Power Users do.

Creating professional-looking documents is a must in today's information-driven workforce. Our instructor-led, LIVE, virtual workshop provides everything you need to quickly create and deliver impressive, professional documents, forms, and reports.

Focused on the most efficient and effective Power User features, we'll teach you how to create and modify complex documents as well as teach you time-saving methods to automate routine tasks. Mastering these techniques will make you a valued employee in your organization.



What Will We Cover?

- ★ Implement time-saving features such as document templates and automated mailings to reduce expenses for your organization
- ★ Simplify and manage long documents
- ★ Embrace Microsoft Word's collaboration tools to make shared documents easy to develop, navigate, and distribute
- ★ Create Tables to organize your data, and perform calculations
- ★ Present your data visually with SmartArt's Processes, Relationships, Cycles, and Lists
- ★ Create Print and Dynamic Electronic Automated Forms
- ★ Solve the mystery of Page and Section Breaks and how they can make or break page numbering and other header/footer elements
- ★ Learn to use bookmarks, add watermarks, and customize the Ribbon as other Word Power Users do
- ★ And, much, much more!