

Agenda CPD 386 – Mastering Microsoft Word, Part 2

Third Hour

Better Editing, Proofing and Working with Long Documents

In this class, you will learn how to:

1. **Use Word’s Functions for Reviewing Documents On Screen:** Not everyone likes to review documents on screen. However, Word has been adding tools to make this easier.
 - A. **Split & New Window:** View two sections of the same document simultaneously on one or more monitors.
 - B. **Focus & Immersive Reader:** These are new tools for reviewing and editing documents.
 - C. **Read Aloud:** Have Word read a document back to you to ensure accuracy.
2. **Modify Your Display Settings Which Impact How Word Looks On Screen:** Tweaking your Windows display settings for resolution and scale can dramatically impact how documents look in Word and the way the ribbon displays. We’ll show you how to do this.
3. **Quickly Navigate Long Documents:** Discover long document navigation tools that will make your life easier.
4. **Select Text In New Ways:** We’ll show you a few advanced techniques you probably didn’t know about.
5. **Use Word’s Bookmark Feature:** Learn how these placeholders are useful when drafting legal documents.
6. **Use Word’s Advanced Cut, Copy & Paste Functionality:** You’ll learn best practices for pasting text into your document without creating a formatting disaster.
7. **Enable Multiple Clipboards:** Word’s has an optional twenty-four clipboards. We’ll show you how to access them and describe when this tool is particularly useful.
8. **Use Sophisticated Search Techniques To Find and/or Replace Text:** We will cover advanced techniques that can save you a lot of time.
9. **Use and Customize the Editor:** This topic covers spellcheck, auto-correct, grammar check & thesaurus.
10. **Maximize Word’s AutoCorrect Feature:** We’ll show you how to proactively use this tool as a “text expander,” make Word stop converting (c) to ©, and add your

own words to Word's list of commonly misspelled words.

Problems Solved:

- Master Word's tools for reviewing documents without printing them
- Easily find anything in your document and replace it with something else if desired
- Copy up to 24 different pieces of text and paste any of them in without re-copying anything
- Quickly and easily navigate long, complex documents

Fourth Hour

Advanced Font and Paragraph Formatting – Part 1

In this class, you will learn how to:

1. **Understand the Differences Among Font, Paragraph and Section Formatting:** We'll explain what is included in each category of formatting and how they're applied.
2. **Use The Format Painter:** This is the best tool for taking formatting you like and transferring it to other text in your document.
3. **Insert Symbols:** We will show you how to access *all* of them (there are far more than you might expect) and create shortcut keys for the ones you use most.
4. **Add Non-Breaking Spaces & Hyphens:** Learn how to insert them (there are no buttons for this) and when they're appropriate in legal documents.
5. **Modify Paragraph Alignment and Line Spacing:** Learn how to make sure these are consistent throughout your document.
6. **Utilize Automatic Paragraph Spacing:** Extra hard returns should never be used to create vertical space – learn how to do it correctly in this segment.
7. **Automatically Hold Titles and Paragraphs Together on a Page:** You will learn how to use "keep with next" to hold paragraphs (or titles) together on a page automatically and thereby avoid page breaks occurring in unwanted locations.
8. **Hold The Lines of a Paragraph (or Footnote) Together:** You will learn how to access and use the "keep lines together" feature.
9. **Create Better Page Breaks:** Hard page breaks in a document often end up at the top of a page by themselves causing an unwanted blank page in the middle of your document – we'll show you how to avoid that.

Problems Solved:

- ☑ Easily fix any rogue formatting in your document
- ☑ Get font and paragraph formatting to do anything you want
- ☑ Prevent awkward page breaks (such as a title being left at the bottom of a page while the following paragraph is at the top of the next page) from happening in the first place
- ☑ Eliminate traditional page breaks which often end up on separate pages by themselves which causes blank pages to appear in the middle of your document
- ☑ Add symbols to your documents faster using buttons or shortcut keys