



Infotech Performance Group

Software Training with CEU's

INFOTECH PERFORMANCE GROUP

Software Training with CEU's®

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infotech4scripps.com

BRN

Provider approved by the California
Board of Registered Nursing, Provider
#11907,

for 3.5 Contact Hours

TUITION REIMBURSEMENT

All courses eligible for reimbursement
through the Scripps tuition
reimbursement program

For more information on our courses
or consulting services please visit us
on the Web at:

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Word Tips, Tricks, and Shortcuts

1. Attach documents the easy way
2. Changes in Word 2003
 - Removing the reading layout, drawing pane, and Task List
 - View Thumbnails
 - Tear off palettes
 - Hide/reveal white space
3. Work Faster and Safer with File Tricks
 - Folders
 - Naming files
 - Organizing and deleting files
 - Favorites and My Places
4. Type before you Format
5. Select effectively – no more click and drag!
 - Keyboard shortcuts
 - Tricks for selecting with the mouse
 - Navigating the Document
6. Use select and replace to delete text
7. Let Word do the Work
 - Spell check "on the fly"
 - Initial caps
8. "Fill" the date and common words
 - Inserting a date which updates automatically
 - Automatic borders
 - Automatic Symbols
9. Understand Font and Paragraph Formatting
 - Use Word to apply **automatic bullets** and to **number** your lists
 - The Format Painter
10. Use Page Setup to effect changes to the overall document
11. Preview before you print
 - Editing in Print Preview
12. Print what you want
13. AutoCorrect – Word's best kept and most useful shortcut!