

MS Word - Quick Fix Formatting

Session Description

This is a 1 hr demo session for existing skilled users of Microsoft Word to demonstrate advanced skills for quickly identifying and correcting common formatting issues in professional letters and larger structured documents.

The demo session aims to cover tools for reviewing current document styles, identifying errors, quickly fixing common formatting issues and how to apply consistent corporate styles across documents.

Learning Outcomes

By the end of the course, attendees will be able to:

- Find, activate and use all of the extended style menus in MS Word
- Know the causes of inconsistent formatting and "jumpy behaviour" in MS Word
- Perform simple and powerful fixes for most common types of issue

Session Duration

The demo session will last approximately 1 hour.

Prior Knowledge

- Existing competency and experience with Microsoft Word is highly advised before attending this session

Session Content

- Available Formatting Tools
 - Styles Pane
 - Manage Styles Menu
 - Style Inspector Pane
 - Reveal Formatting Pane
 - Navigation Pane
- Quickly Fixing Common Document Formatting Issues
 - Outlines, numbered lists and Indentations
 - Clearing existing text and paragraph formatting errors
 - Clearing existing tabs and fixing ruler errors
 - Quickly gaining consistency via Format Painter & Styles Panes

Session Delivery Format

The demo session will be delivered on-site by a Fusion Trainer via computer based demos with audience questioning and interaction (Delivery format may be subject to change, dependant on client facilities).