Nixon Wenger Word Expert Course Outlined

1. 9:00 - 9:30 Formatting (paintbrush, line spacing) – Blue Chip Ventures start
   1. Navigation tips
   2. Selecting Tips
   3. Formatting tips
      1. Key board shortcuts
         1. Increase and decrease font size
         2. Line spacing
         3. Italics, underline, bold
         4. Alignment
   4. Moving Text
      1. Ctrl+Alt+arrow keys
   5. Format painter
      1. Word
      2. Repeating
      3. Paragraph
      4. Widow & orphan ctrl – Blue Chip Ventures Formatted
   6. Styles
      1. Apply
      2. Copy style
      3. Modify style
      4. Create a custom style
2. 9:30 – 10:30 Work with section breaks and different headers/footer (Page & continuous – understanding what each break does) – Blue Chip Ventures formatted
   1. Reorganizing document
      1. View and turn on Navigation Pane with ribbon and status toolbar
      2. Turn on sections in status toolbar
      3. Show how to reorganize with the navigation pane
      4. Show how to change outline level with Ctrl+Alt and arrow key
      5. Right click on navigation pane to see options
   2. Section Breaks
      1. Add “Breaks” to QAT
      2. First add page breaks to Blue Chip Ventures Formatted
      3. Open Word 2000 Training Manual
         1. First add a footer with page number
         2. Change page numbers in the addendum
            1. Requires a section break
         3. Then goal is to add custom header to each section
            1. First put in the section breaks

Discuss next vs even and odd breaks

1. 10:30 – 10:45Insert, modify or delete comments - Newsletter volume 8

Break 10:45 – 11:00

1. 11:00 – 11:30 Use form fields & stop codes (setting up & using) – New customer Form
2. 11:30 – 11:55 Setting up preferences (auto text)
   1. Quick Parts
      1. Signature
      2. Table
   2. Auto text is special because you can set up autocomplete

#301-2706 30th Avenue

Vernon, B.C. Canada

V1T 2B6

* 1. Autocorrect
     1. Nwlp=Nixon Wenger LLP

1. 11:55 – 12:15Compare and combine documents (Will Sample)
   1. Replace names with find & replace Navigation Pane
   2. Save as different name
   3. Compare and combine the documents
2. 12:15 – 12:40 Hyperlinks (if there is time)
   1. Open Blue Chip Ventures formatedd
   2. Create TOC
3. Applying styles to bullets (if there is time)
   1. After inserting TOC
   2. Modify heading 1 with multilevel list style
   3. Update TOC
4. 12:40 – 12:55 Q&A
5. 12:55 – 1:00 Do Survey