

I Wish I Had Known That Yesterday!

(Sample of topics)

Increasing Your Productivity

- Determining the default save location for documents
- The menu bar and toolbar are customizable. How?
- The convenience of the keyboard
- How do I type international characters?
- Determining how a paragraph or word is formatted
- A quick way to get to page setup
- Tailor the spell checker to meet your needs
- Perform calculations in documents
- Now where did it put that document?
- Some tips for printing
- Create a test and an answer key in the same document

Enhancing Your Documents

- Tips for working with large documents
- Using tables for creating columns
- Creating multiple tables of the same size
- Using tabs to create columns in a report
- Customizing headers and footers to meet your needs
- Using watermarks to enhance your documents
- Indenting a wrapped line of text
- Yes you can sort data in word