

# Microsoft Word Workshop

**Location:** Laurel Heights  
Room 307

**Fee:** \$70

**Dates:**

November 21  
8:30—12:00

Register now at :

[http://  
learningcenter.ucsfmedicalcenter  
.org/?activity=190470](http://learningcenter.ucsfmedicalcenter.org/?activity=190470)

## Microsoft Word Workshop - Half-day course at Laurel Heights

This workshop is for users who want to improve their Microsoft Word skills. In this workshop, participants can expect to learn time-saving techniques to help them better manipulate and format documents. The course will also cover techniques to enhance effective collaboration with Word as well as how to use templates and Macros within Microsoft Word.

### Key Topics Covered

1. Document manipulation and formatting: Ranging from dozens of navigation and formatting tips and shortcuts, to introducing the powerful concept of formatting styles, to working with headers and footers, and using bookmarks and hyperlinks.
2. Data presentation: Creating tables, charts, and diagrams from within Word, as well as importing them from other applications such as Excel. Using pictures and clip art. Automatically generating table of contents and indexes.
3. Collaboration: Enabling multiple users to review and edit documents. Sending documents for review. Merging changed documents. Tracking changes, reviewing changes, and accepting or rejecting changes.
4. Efficiency: Using templates and styles to reuse documents, and to set standards and ensure consistency. This includes shortcuts and tips that can be applied on a daily basis. You'll also cover how Macros can help speed up workflow.

