Microsoft Word 2016, Part 4 of 5: Labels, Page Layout and Printing

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Word is assumed.

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Course description: When it comes to making professional documents, the little things matter. This course will focus on producing a design theme that gives your brand a consistent look and feel. Software expert LeeAnne McManus will also teach you how to modify margins as well as manage page orientation and layout in order to fine tune page appearance.

Course outline:

Envelopes and Lables
- Introduction
- Creating Envelopes
- Creating Mailing Labels
- Customizing Envelopes & Labels
- Demo: Envelopes
- Demo: Pulling Addresses
- Demo: Labels
- Demo: Creating a Label
- Summary

Managing Page Layout
- Introduction
- Managing Page Layout
- Applying Design Themes
- Page Borders and Shading
- Page Color
- Watermarks
- Managing Page Layout
- Demo: Design Tab
- Demo: Modifying Themes
- Demo: Page Background
- Summary

Page Layout Continued
- Introduction
- Demo: Watermarks
- Demo: Page Layout Tab
- Demo:Columns
- Demo: Spacing
- Summary

Proofing Your Document
- Introduction
- Proofing Your Document
- Demo: Spell Check
- Demo: Dictionaries
- Demo: Word Counts
- Demo: Readability Statistics
- Summary

Checking for Issues
- Introduction
- Adding Comments
- Document Properties
- Checking for Issues
- Demo: Comments
- Demo: File Properties
- Demo: Inspect Document
- Demo: Check Compatibility
- Summary

Print Preview
- Introduction
- Previewing & Printing
- Finalize with a Preview
- Demo: Quick Print
- Demo: Print Preview
- Demo: Print Settings
- Summary