

Microsoft Word 365, Part 4 of 4: Labels, Page Layout and Printing

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Meet the expert: I'm Kari Hoiem. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

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 as well as real time Co-authoring, proofing and file sharing.

Course outline:

Envelopes and Labels

- Introduction
- Creating Envelopes
- Creating Mailing Labels
- Customizing Envelopes and 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
- Demo: Design Tables
- 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 Properites
- Checking for Issues
- Demo: Comments
- Demo: File Properties
- Demo: Inspect Document
- Demo: Check Compatibility

- Summary

Print Preview

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

Open File and Sharing

- Introduction
- Improved Open File Features
- Stress-Free Sharing
- Demo: Sharing
- Demo: Transform Document to Web Page
- Summary

Real Time Co-authoring and Activity Icon

- Introduction
- Activity Icon
- Demo: Activity Icon
- Real-Time Co-authoring
- Demo: Co-authoring
- Demo: Cloud View

- Collaborative Editing
- Demo: Collaborative Edting
- Summary