

Performing to New Heights



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Word master class: applauding well
formatted RFPs

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About Microsoft Word

- One of the most sophisticated software products in the world
- Word 2010 has 10 menus (not including the help function) and over 350 commands
- The standard and formatting toolbars alone have around 200 options...
- It is said that 90% of people only use 10% of the functionality (the 90% don't all use the same 10%!)



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Why am I qualified to talk about this?

- Our software is based around Microsoft Word documents
- We work with over 100,000 people who use Word every day:
 - Our clients are like you – writers, editors, reviewers
 - We see Word formatting problems daily – and the frustration that this causes
 - Many manually do what Word can do automatically
- When converting documents to XML we frequently have to overcome the gremlins you can't spot



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Agenda

- Styles
- Section breaks
- Outline
- Drawings
- Hyperlinks and cross references
- Macros
- Quick access toolbar



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Styles

Confident with the style functionality of Word?





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Styles

We are covering:

- Types of styles (paragraph, character, linked, table or list)
- Styles panel
- Table of contents
- Tables of tables (or figures)
- Spell check or not (within a style)
- Print styles
- Pasting from other sources



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Section breaks

What is a section break and what can you change?

- Page orientation
- Margins
- Columns
- Vertical alignment
- Headers and footers
- Line and page numbering
- Paper size and source



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Outline

Who uses outline?





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Outline

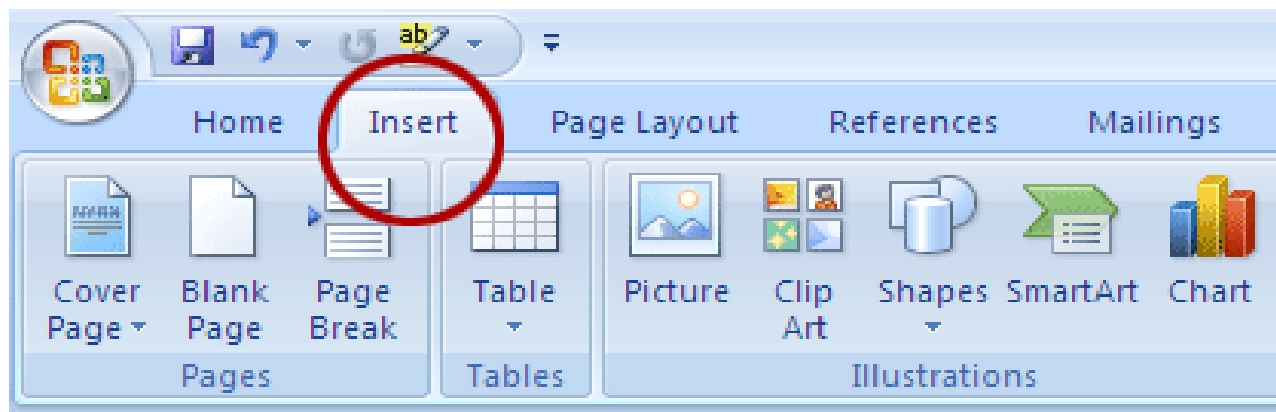
One of the most powerful tools for re-organizing documents with the update of ToC, ToT, ToF

- Let's show you...



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Tables





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Tables

Working with tables

- Table styles
- The odd calculation
- Header rows
- Splitting and keeping together
- Paragraphs within tables
- Delete and backspace
- Moving rows up and down (re-ordering)



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Drawings

Who has issues with drawings that seem 'out of control'?





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Drawings

- Two common issues with drawings:
- Floating
 - Word can anchor drawings to paragraphs that you didn't intend
- The drawing canvas



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Footnotes, hyperlinks and cross references

Getting to grips with the small type





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Footnotes, hyperlinks and cross references

The reference tab is where links within the document are created

- Footnotes and endnotes
- For large documents - hyperlinks or cross references



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Macros

Happy using macros?





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Macros

Most things since Word 2007 can be done by other methods, such as styles but if there is a specific shortcut you need, macros may be useful

- Recording and replaying an action
- Managing macros
- Test thoroughly!



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Quick access toolbar

The quick access toolbar speeds up those actions used on a regular basis

- Useful tips
- Adding macros



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Thank you



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