

# The Lawyers/Assistants guide to Word

## Course Outline

### The Word screen

The Layout of Word

### Typing, navigating and editing documents

Displaying nonprinting characters

Selecting text

Returning to the location of your last edit

Using the "Object Browser"

The non-breaking (hard) space

Pagination and page breaks

Finding text

Replacing text

### Formatting text

Formatting

Using superscripts and subscripts

Changing text case

Highlighting text

Finding and replacing formatting

### Using AutoText and AutoCorrect

AutoCorrect

Creating Autotext entries

Managing AutoText entries

### Paragraph formatting

Paragraph formatting

Adjusting line spacing

Adjusting spacing between paragraph

Copying formatting

Removing formatting

Using line breaks

Setting tab stops

Setting indents

Setting indents by using keyboard shortcuts

Creating bulleted lists

Keeping text together (text flow)

### Page formatting

Formatting your pages

Changing margins

Changing paper size/orientation

### Section Breaks

Understanding section breaks

Creating a new section

Deleting section breaks

Printing sections

## Headers and footers

Headers and footers - an overview

The Header and Footer toolbar

Creating a different Header or Footer for the first page

Changing the page number format and starting page number

Creating a different header/footer for each section

## Tracking changes (Marking Up)

Track Changes

Viewing the tracked document

Reviewing, accepting or rejecting tracked changes

Tracking changes by comparing documents

Copy a tracked document into another word document whilst retaining the tracking

## Fields

Fields

Inserting (and updating) a field

Some useful fields (and shortcut keys)

Viewing field codes/field results

Editing (and moving to) fields

Protecting your fields

A summary of speed keys for working with fields

## Bookmarks

Bookmarks - an overview

Inserting, jumping to, moving and deleting bookmarks

## Styles

Styles - an overview

Viewing existing styles

Applying existing styles

Modifying a style

Creating your own styles

Deleting a style

To change the style for the following paragraph

To use the Replace command to find and replace styles

## Cross-reference

Cross-reference - an overview

Creating cross-references

Updating cross-references

## Footnotes

Footnotes - an overview

Moving to footnotes and endnotes

Viewing footnotes

Editing footnotes/endnotes