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# Best Of Microsoft Word

Waqar Awan

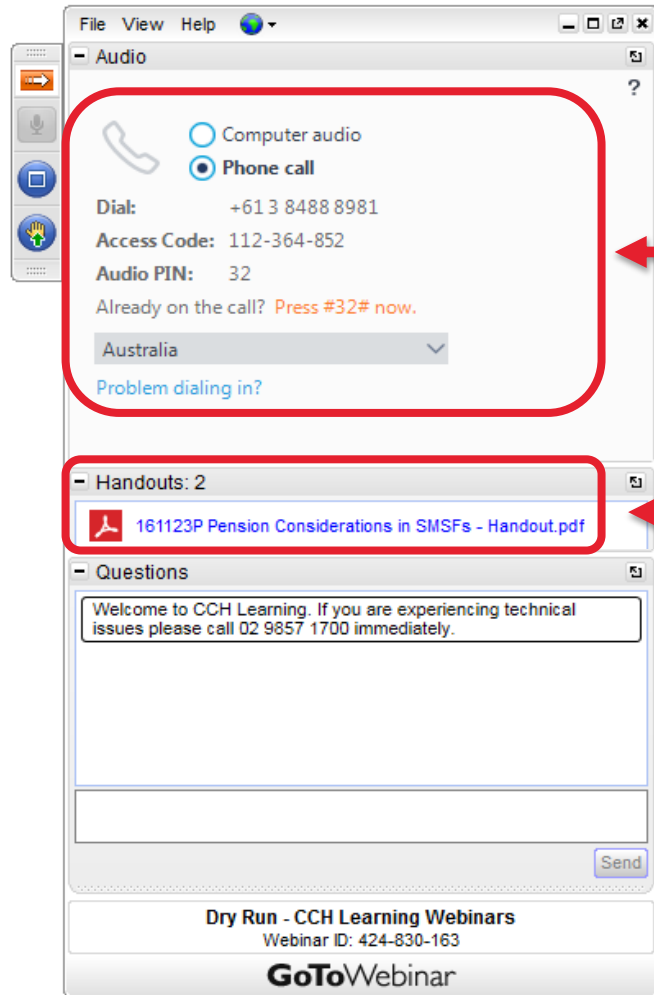
Wednesday 31 January 2024

 Wolters Kluwer

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# How to Participate Today



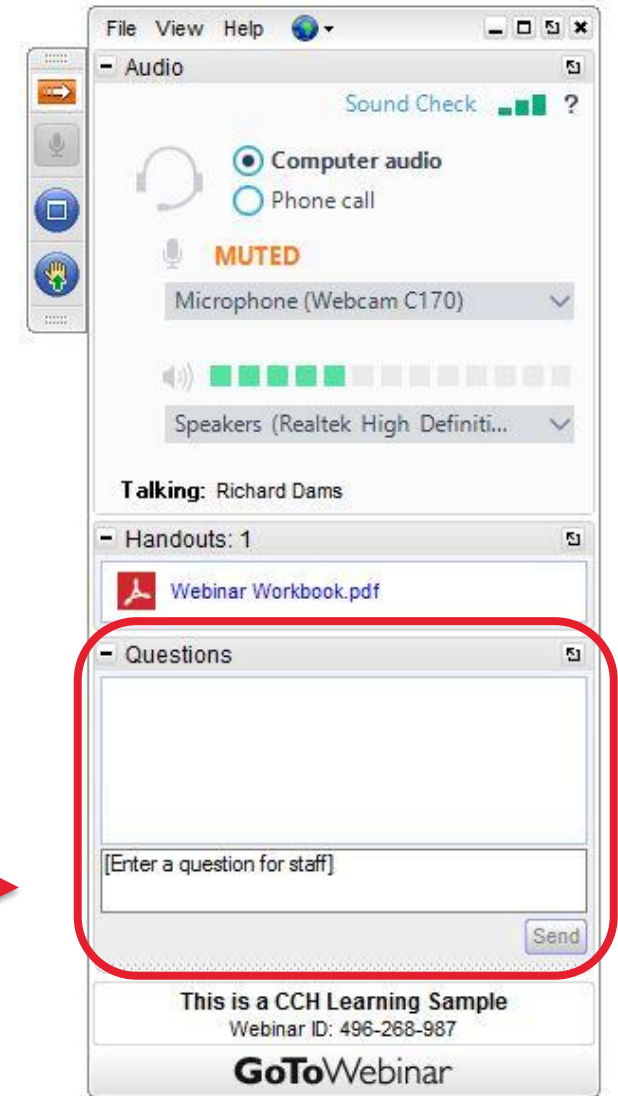
- Sound Problems? Toggle between Audio and Phone
- PowerPoint? In the Handouts Section
- E-learning Recording? Within 24-48 hours you will receive an email notification

# Questions?



Susannah Gynther  
Moderator

Type your  
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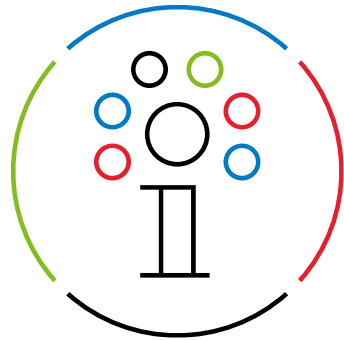
# Your Presenter



- Waqar Awan
- Applications Trainer
- Lumify Work

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# Today's session will cover



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## Topics Covered

- User Interface and Features
- Using build in Templates
- Navigating Faster with the Navigation Pane
- Headers and Footers and Cover Page
- Diagrams Using Smart Art

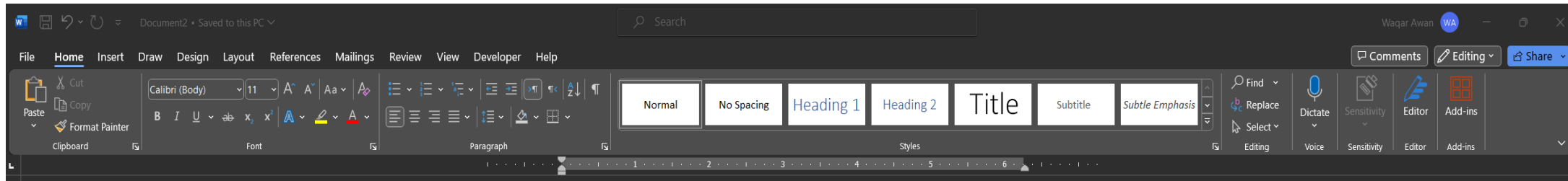
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# What is Microsoft Word

- Microsoft Word is a word processor developed by Microsoft. It was first released on October 25, 1983, under the name Multi-Tool Word for Xenix systems
- Word for Windows is available stand-alone or as part of the Microsoft Office suite



# User Interface and Features (Demo)

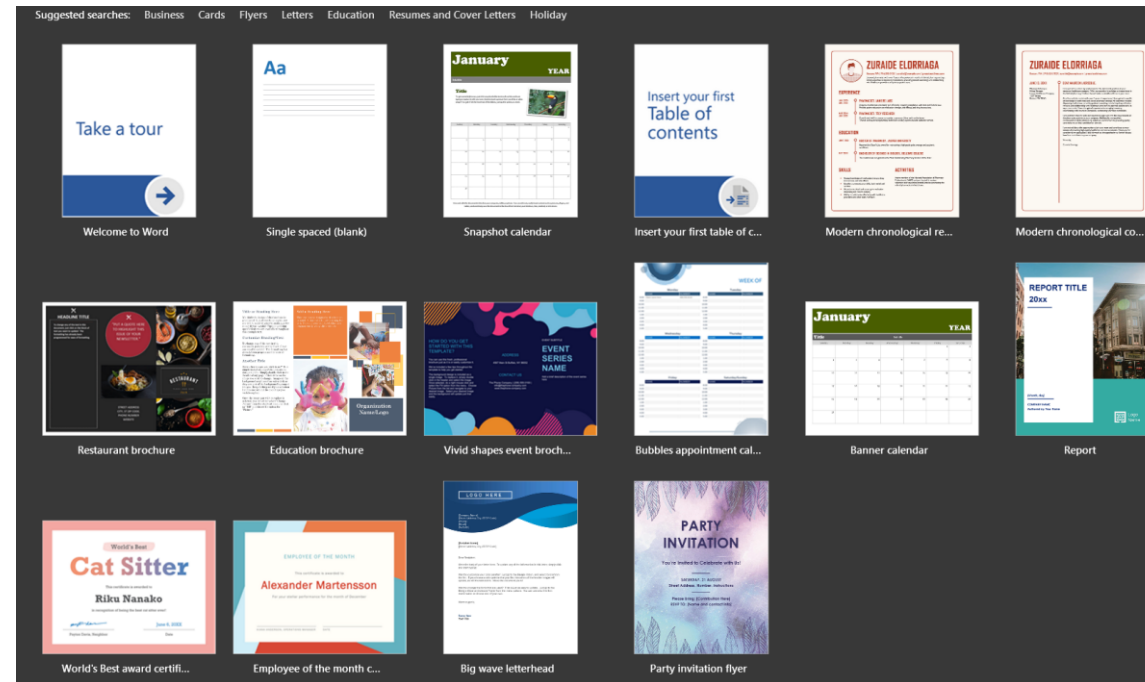


- Tabs and Features
- Quick Assess Toolbar
- Document Properties



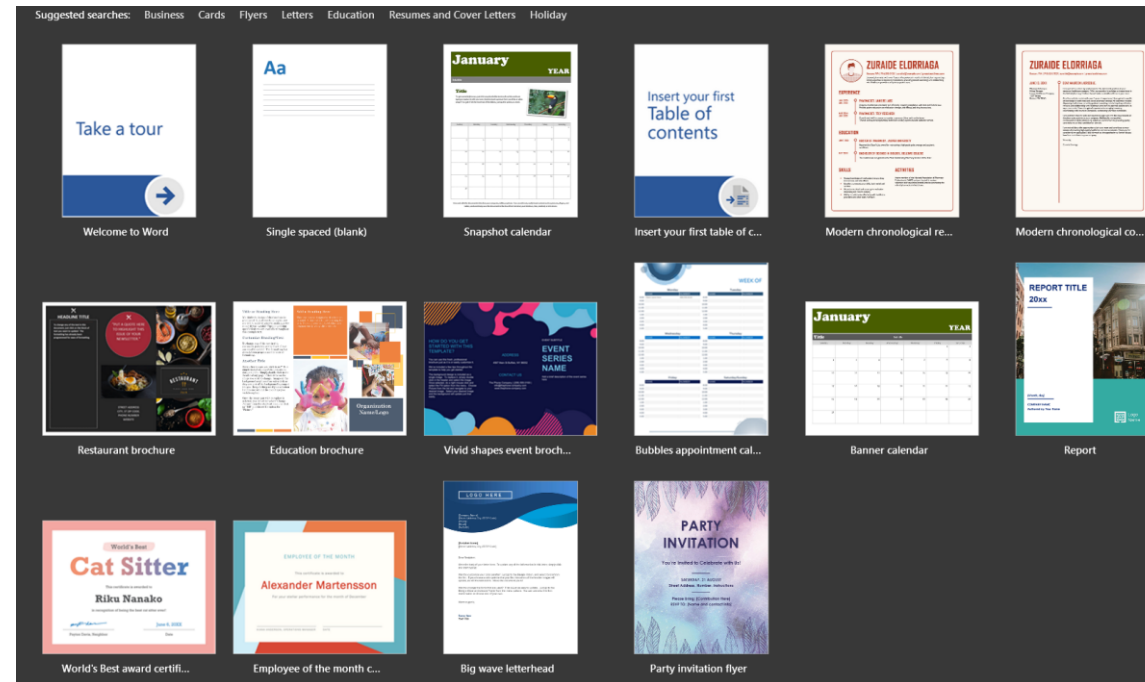
# Using Template in Microsoft Word

- What is a Template
  - The term template, when used in the context of word processing software, refers to a sample document that has already some details in place



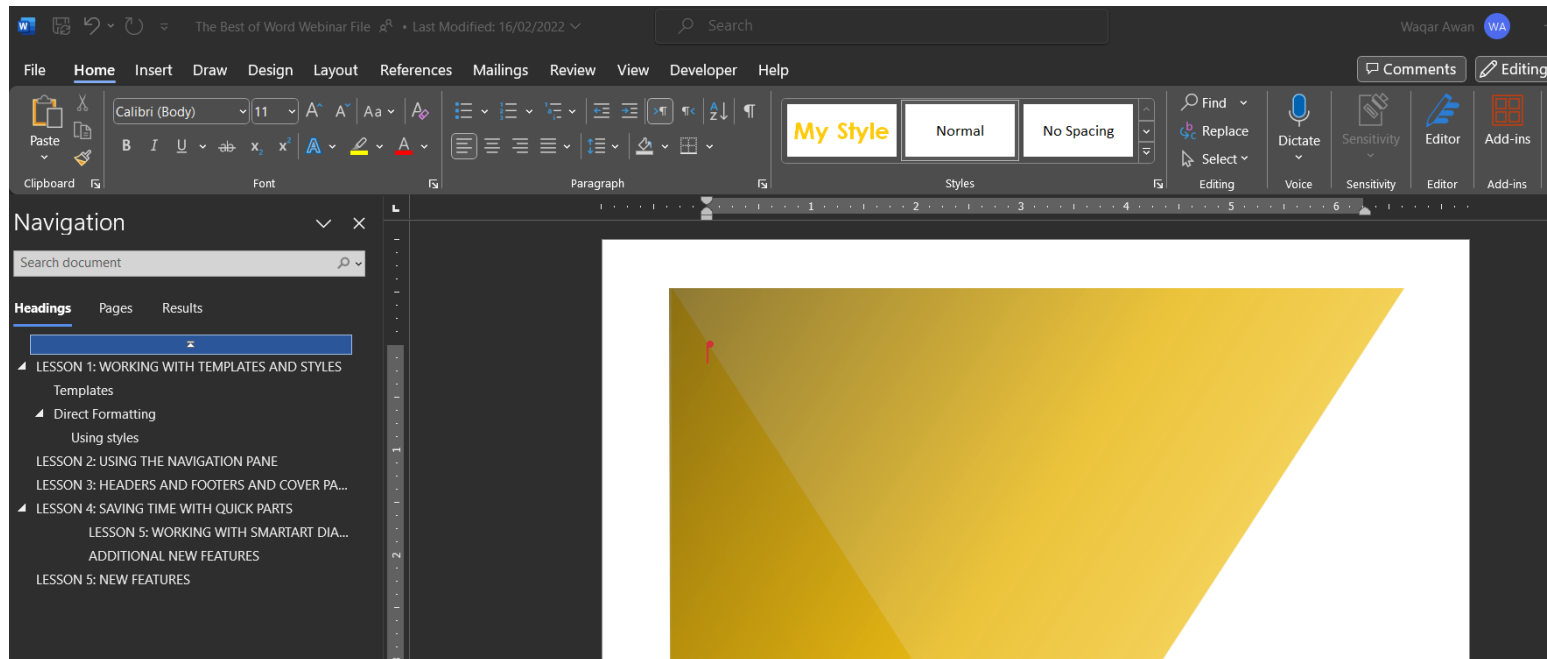
# Using Direct Formatting and Styles

- What is a Direct Formatting and Styles
  - Applying formatting by clicking bold, italic, font size, etc. is known as direct formatting. Styles can be used to apply formatting. This reduces the changes of error.



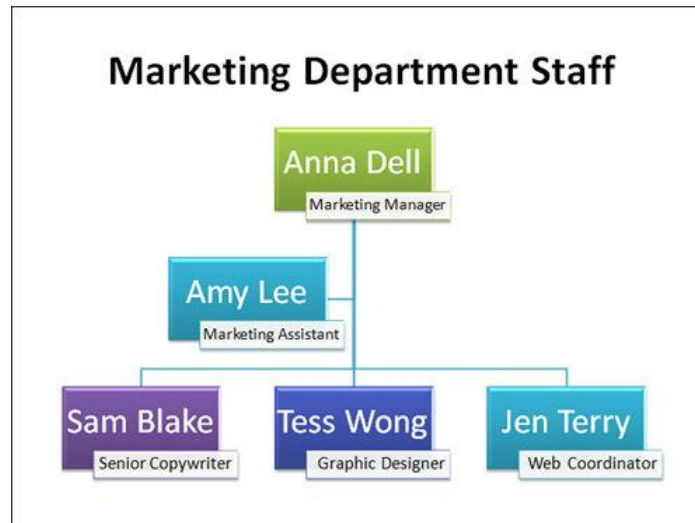
# Using Navigation Pane

- What is a Navigation Pane
  - The Navigation pane was a new feature in Word 2010 that makes it easier to search through your document by headings, pages, or search result



# Working with SmartArt

- What is a SmartArt
  - SmartArt is the diagramming tool included in the major Office applications. You can use it to create organizational charts, show processes in action, demonstrate relationships among departments, and much more.

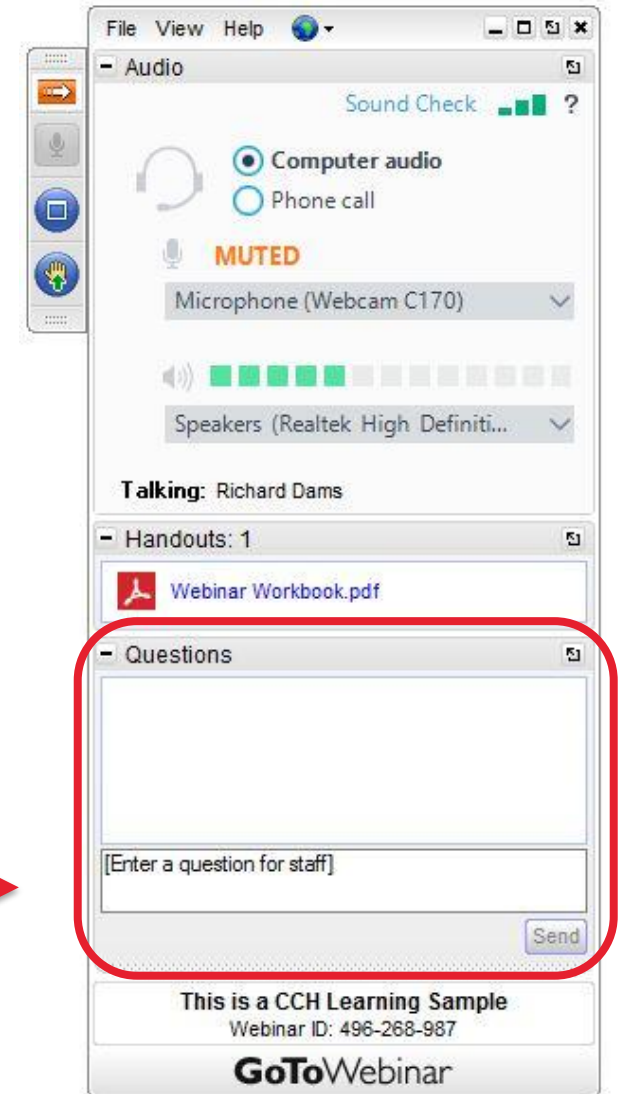


# Questions?

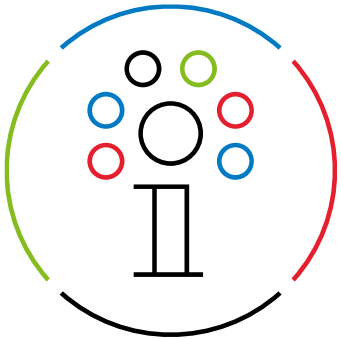


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# Upcoming Webinars



[View all Webinars](#)

- 31 January – The Best of Microsoft Outlook
- 1 February – Microsoft Teams working with SharePoint and OneDrive
- 1 February The Best of Microsoft PowerPoint
- 6 February – Cyber Security Update – February 2024 (Threat Update/Stealer-log Threats/Non-Genuine Software/AI in 2024)
- 6 February – SME Loans
- 7 February – Aged Care Q&A Session – ask us your burning questions

# Questions?



You can type them in the “Questions” box now,  
Or contact me via:

- Waqar Awan
- Applications Trainer
- Lumify Work
- [WaqarA@lumifygroup.com](mailto:WaqarA@lumifygroup.com)

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# Next Steps

Please complete the Feedback Survey.

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- E-Learning Recording
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attending



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