

Microsoft Word Quick Wins: Programme Outline

This is a suite of 10 videos, all with downloads so that you can practise alongside me rather than just watching a video to learn:

Video 1:	Show – Hide and Show All
Video 2:	View Ruler
Video 3:	Table: View Gridlines
Video 4:	Selection Techniques
Video 5:	Format Painter
Video 6:	Alt + Shift + Up or Down Arrow
Video 7:	Normal vs Single Line Spacing
Video 8:	Understanding indents
Video 9:	Basic tabs
Video 10:	Pagination controls

This programme is free of charge – my aim is to start getting basic skills known (and, of course, to encourage you to take further courses although there is no obligation). Signing up gives you access to the materials for 90 days from the date you join.

To sign up to the programme, click [here](#).

When you sign up, you will also receive a Quick Guide to help speed you along your way!