

7 Time-Saving Tips Word 2016

Session Outline

Session Summary:	In this session, we edit a simple document using 7 timesaving features available in Word 2016. These features can enhance your documents and increase your productivity.		
Intended Audience:	Any CSUB Staff or Faculty		
Duration:	2.0 Hours	Format:	Presentation and Hands-On Activities
Prerequisites:	Familiarity with Microsoft Word 2016		
Objectives:	We cover: <ul style="list-style-type: none">• Quick Styles• Automatic Table of Contents• Navigation View• Smart Art Graphics• Screen Clipping• Track changes• Export to PDF		
Class Schedule:	For training schedule, please visit: Campus Training http://www.csub.edu/training/schedules/index.html		
Registration Information:	For registration, please use the Online Registration at: https://pstraining.csub.edu .		
For More Information:	Contact: Tammara Sherman at 661-654-6919 or tsherman@csub.edu .		



Campus Training

Tammara Sherman
training@csub.edu
661-654-6919

www.csub.edu/training/tss/