

Lunch & Learn Technology Training Program

May 2019 – Word Month

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---------|---|----------|---|
| | | 1 | 2 | 3 |
| | | <u>Changing Default Settings</u> 12:00pm | | <u>Creating Tables</u> 12:00pm |
| 6 | 7 | 8 | 9 | 10 |
| <u>Creating & Working with Bookmarks/Hyperlinks</u> 12:00pm | | <u>Creating a Table of Contents</u> 12:00pm | | <u>Tracking Changes</u> 12:00pm |
| 13 | 14 | 15 | 16 | 17 |
| <u>Comparing Documents</u> 12:00pm | | <u>Viewing Multiple Documents</u> 12:00pm | | <u>Working with Watermarks</u> 12:00pm |
| 20 | 21 | 22 | 23 | 24 |
| <u>Customizing the Quick Access Toolbar & Ribbons</u> 12:00pm | | <u>Using Quick Parts & Building Blocks</u> 12:00pm | | |
| 27 | 28 | 29 | 30 | 31 |
|  | | <u>Working with Textboxes & Pictures</u> 12:00pm | | <u>Using Smart Art to Create Organization Charts</u> 12:00pm |