

Lunch & Learn Technology Training Program

December 2019 – MS Word Month

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
<p><u>Changing Default Settings</u> Save your favorite settings so they are available on future documents. 12:00pm</p>		<p><u>Creating Tables</u> There are 6 different ways to create a table. Do you know them all? 12:00pm</p>		<p><u>Creating & Working with Bookmarks/Hyperlinks</u> Hyperlink to different locations within the same document. 12:00pm</p>
9	10	11	12	13
<p><u>Tracking Changes</u> Track everyone's changes as you collaborate on Word documents. 12:00pm</p>		<p><u>Comparing Documents</u> Do you have 2 or more versions of the same document? Compare the documents to find the most up-to-date file. 12:00pm</p>		<p><u>Viewing Multiple Documents</u> Do you need to copy & paste from one document to another? Learn some tricks to make this task easier. 12:00pm</p>
16	17	18	19	20
<p><u>Customizing the Quick Access Toolbar & Ribbons</u> Learn how to create your own ribbon. 12:00pm</p>		<p><u>Using Smart Art to Create Organization Charts</u> Learn Tricks to working with Smart Art. 12:00pm</p>		
23	24	25	26	27
30	31			
				