Word and PowerPoint

Taking it up a notch

Nicole Bailey
Word – Show/Hide Marks

Helps with formatting text on a page
Word – Breaks

- Page Breaks
- Section Breaks
- Column Breaks
• Spelling & Grammar Check
• Add to dictionary
• Thesaurus
• Word Count
• AutoCorrect
Add comments or suggestions for the creator
## Training Schedule

**January**

**Microsoft Word 1**

This introductory course will cover the basics of using Microsoft Word to create common business documents. By the end of the course, you will know how to create, format, edit, and print text-based documents such as letters, memos, and reports.

**February**

**Microsoft Word 2**

A continuation of the Word 1 course, this intermediate level class will delve into some of the more intriguing features of Microsoft Word 2013. By the end of the course, you will know how to use mail merge to generate form letters, labels, and envelopes, set up a document in columns, include headers...
To track changes you must turn on the feature before you give the document to someone else.
Nicole Bailey

Please make a comment and try to change the font size of this document and change my name to your name. That should allow me to see the different types of changes that can be made.
Necole Bailey, Brendan Sinclair

Please make a comment and try to change the font size of this document and change my name to your name. That should allow me to see the different types of changes that can be made.
PowerPoint

Taking It Up a Notch With Videos
Using a code to insert a video
Using Hyperlinks

- My son's soccer game
Download and Insert a YouTube video

1. YouTube.com
2. www.ss....... 
3. Download video in browser
4. Download
5. Click on downloaded file on task bar
6. Media > Save
7. Insert Video on my PC
Prezi

- Prezi is an online presentation software that is more updated than PowerPoint
- [Prezi Template 1](#)
- [Prezi Template 2](#)
Any further questions?

Thank you

Nicole Bailey