

5 Word Processing Tips

We all use word processing in our day to day work. There are ways to make it easier to use.

1. Tables

Use tables to layout data out in columns. If you remove the borders, it looks like you have used tabs.

a. Create the Table

Word 2003 : Select Table > Insert Table

Word 2007 /10: Use Insert Tab > Table > Insert Table


b. Enter the number of rows and columns for the table.

c. Select or Highlight the table

d. Remove the borders

Word 2003: Select Format > Borders and Shading
Select Borders > None
Click OK

Word 2007/10: Select the Home Tab

Use the Borders drop down in the Paragraph group 

Select No Borders

2. In a bulleted / numbered list, use Shift and Enter to leave a blank space between the bullets /numbers rather than stopping and starting the list.

3. If you have a document that needs portrait and landscape pages, create the portrait page, use a section break. The new page can be orientated as landscape without affecting the previous pages. Put your cursor at the bottom of the final portrait page.

a. *Word 2003:* Insert > Break > Next Page Break

b. *Word 2007/10:* Page Layout Tab > Breaks > Next Page



To add a Gadget to the Dashboard

1. In Navigation Pane, click Business Contact manager
2. On Home Tab > In Add Gadgets group, click type of gadget
3. Click the gadget to display

Click the Launch report button  to view a report based on the data from the gadget.

Workspace
A workspace can be displayed for each of Contact Management, Sales, Marketing and Project Management. These are displayed from the folders in the Navigation Pane under Business Contact Manager.

The workspace includes a ribbon, a gadgets area and section for tabs.

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Tel: 01783 523658 Fax: 01779 434255 Email: enq@concisetraining.net Twitter: @concisetraining www.concisetraining.net

Outlook 2010
Business Contact Manager
Handout

Workspace	Tabs	Use
Contact Management	Accounts, Business Contacts and Leads	Used to keep information about contacts. Business contacts or customers and leads or prospects.
Sales	Opportunities, Leads	
Marketing	Analysis, Call Lists, Mass E-mail, Direct mail, Other Marketing	
Project Management	Business Projects, Project Tasks	

4. Use styles to format your text. This makes it easier to change the text in the document and create a 'Tables of Content'.

5. Put your letterhead information as the header / footer in a blank document and save it as a template to reuse it.