

Course Name:	Microsoft Word Tutorials
No. of Lectures:	131
Duration (Hrs.)	4.3

Section no.	Section Name	Lecture Name	Duration (Mins.)
01	Basics of Formatting	0101 Basics of Font Formatting - Part 1	1:26
01	Basics of Formatting	0102 Basics of Font Formatting - Part 2	0:58
01	Basics of Formatting	0103 Basics of Line and Para Spacing	1:22
01	Basics of Formatting	0104 Basics of Page Layout	1:50
01	Basics of Formatting	0105 Basics of Borders and Shading	3:21
02	Bullet Points	0201 Basics of Bullet Points	1:25
02	Bullet Points	0202 How to convert boring bullet points into a SmartArt	1:42
02	Bullet Points	0203 How to create Multi-level numbered bullet points	2:59
02	Bullet Points	0204 Shortcut to apply and remove bullet points	0:34
02	Bullet Points	0205 How to add Symbols to bullet points	2:09
03	Headers and Footers	0301 Basics of Header and Footer	1:56
03	Headers and Footers	0302 Insert the date or time in a Header or Footer	2:24
03	Headers and Footers	0303 Insert the Company logo in a Header	1:47
03	Headers and Footers	0304 Add dynamic page numbering - Page X of Y	2:00
03	Headers and Footers	0305 Troubleshoot - Header and Footer area is not visible	0:46
04	Table Tricks	0401 Basics of Table formatting	5:03
04	Table Tricks	0402 How to equally distribute rows height	0:51
04	Table Tricks	0403 How to equally distribute columns width	2:00
04	Table Tricks	0404 Practice Project - Table Tricks	3:31
04	Table Tricks	0405 How to add numbers in columns in a Word table	2:07
04	Table Tricks	0406 Shortcut to Split a table into two separate tables	2:25
04	Table Tricks	0407 Exercise - Split a table into two separate tables	1:49
04	Table Tricks	0408 Repeat table headers on every page	1:02
04	Table Tricks	0409 Troubleshoot - Repeat Table Rows isn't working	1:48
04	Table Tricks	0410 Basics of Table Borders and Shading	1:51
04	Table Tricks	0411 Cell Shading with Pattern	1:20
04	Table Tricks	0412 Access Borders and Shading settings faster	1:15
04	Table Tricks	0413 Sort Table columns in a Table - Part 1	2:39
04	Table Tricks	0414 Sort Table columns in a Table - Part 2	2:02
04	Table Tricks	0415 Sort Table columns in a Table - Part 3	0:57
04	Table Tricks	0416 Quick Tables - Reusable Table templates	0:31
04	Table Tricks	0417 Convert Table text to regular text	1:09
04	Table Tricks	0418 Convert Text to Table	1:26
04	Table Tricks	0419 How to Indent an Entire Table with precision	0:57
04	Table Tricks	0420 How to merge cells 10x faster using Eraser tool	1:33
04	Table Tricks	0421 Save Table to Quick Tables Gallery for reuse	2:23
04	Table Tricks	0422 Delete Table from Quick Tables Gallery	0:58
04	Table Tricks	0423 Using Symbols inside a Table to visually represent numbers	1:49
05	Find and Replace	0501 Basics of Find and Replace - Part 1	1:17
05	Find and Replace	0502 Basics of Find and Replace - Part 2	1:42
05	Find and Replace	0503 Shortcut to find highlighted text	3:05
05	Find and Replace	0504 Shortcut to find a word across pages	2:09
05	Find and Replace	0505 Advanced Tricks of Find and Replace - Part 1	1:33
05	Find and Replace	0506 Advanced Tricks of Find and Replace - Part 2	1:31
05	Find and Replace	0507 How to Remove Double Spaces	1:01
05	Find and Replace	0508 Find all the Tables in a document	1:00
06	Shortcuts and Formatting Tricks	0601 Shortcut to add current Date and Time	0:48
06	Shortcuts and Formatting Tricks	0602 Change the case of the text	0:52
06	Shortcuts and Formatting Tricks	0603 Using ALT to activate universal shortcut keytips	1:17
06	Shortcuts and Formatting Tricks	0604 How to easily access regularly used features through QAT	0:58
06	Shortcuts and Formatting Tricks	0605 Shortcut to Undo and Redo action	0:56
06	Shortcuts and Formatting Tricks	0606 Shortcuts to clear text and paragraph formatting	3:39
06	Shortcuts and Formatting Tricks	0607 Using Notepad to clean the text copied	1:42
06	Shortcuts and Formatting Tricks	0608 Shortcut to Quickly delete text	0:59
06	Shortcuts and Formatting Tricks	0609 Shortcut to Increase / Decrease Indent	0:43
06	Shortcuts and Formatting Tricks	0610 Shortcut to Manual Line Break	1:27
06	Shortcuts and Formatting Tricks	0611 Shortcut to Hide / Unhide the Ribbon	0:38
06	Shortcuts and Formatting Tricks	0612 Format Painter Tricks	2:10
06	Shortcuts and Formatting Tricks	0613 Shortcut to Copy and Paste Format	1:19
06	Shortcuts and Formatting Tricks	0614 Why do we use Paste Special	3:29
06	Shortcuts and Formatting Tricks	0615 Shortcuts to Paste Special	0:54
06	Shortcuts and Formatting Tricks	0616 Use Clipboard to save time	2:05
06	Shortcuts and Formatting Tricks	0617 Shortcut to Keep related words on the same line	2:41
06	Shortcuts and Formatting Tricks	0618 Shortcut to Change font size	0:32
06	Shortcuts and Formatting Tricks	0619 Alignment & Text Direction tricks	3:50
06	Shortcuts and Formatting Tricks	0620 Why should you use Page Break	3:23
06	Shortcuts and Formatting Tricks	0621 Wrap Text to place pictures correctly along side text	2:28
06	Shortcuts and Formatting Tricks	0622 How to add a horizontal line fast	1:06
06	Shortcuts and Formatting Tricks	0623 How to delete the mysterious horizontal line	0:32
06	Shortcuts and Formatting Tricks	0624 Magic Trick to Hide and Unhide Text	1:46
06	Shortcuts and Formatting Tricks	0625 Find more about the formatting applied	0:33

Section no.	Section Name	Lecture Name	Duration (Mins.)
06	Shortcuts and Formatting Tricks	0626 Split a Paragraph in multiple columns	1:59
06	Shortcuts and Formatting Tricks	0627 How to Stop a Paragraph from Splitting Between Pages	2:35
06	Shortcuts and Formatting Tricks	0628 Insert a screenshot or screen clipping	2:15
06	Shortcuts and Formatting Tricks	0629 Reduce file size if HD pictures used	1:42
06	Shortcuts and Formatting Tricks	0630 Select Text Vertically	1:03
06	Shortcuts and Formatting Tricks	0631 Watermark	2:11
06	Shortcuts and Formatting Tricks	0632 Convert PDF to Word PPT and Excel	1:55
06	Shortcuts and Formatting Tricks	0633 Use AutoCorrect Options to auto complete words	1:47
06	Shortcuts and Formatting Tricks	0634 Use Portrait and Landscape layout in the same document	2:40
06	Shortcuts and Formatting Tricks	0635 How to reuse images and text using Quick Parts	2:10
06	Shortcuts and Formatting Tricks	0636 Inserting Footnotes and Endnotes	2:57
07	Rulers and Margins	0701 Basics of Rulers and Margins	0:48
07	Rulers and Margins	0702 Understanding Rulers and Margins in detail	6:33
08	Navigation, Bookmark and Hyperlink	0801 Basics of Navigation Pane	0:48
08	Navigation, Bookmark and Hyperlink	0802 Navigating across Headings using Navigation Pane	0:44
08	Navigation, Bookmark and Hyperlink	0803 Basics of Bookmark	2:01
08	Navigation, Bookmark and Hyperlink	0804 Using Hyperlink with Bookmark	2:56
09	Styles and Table of Contents	0901 Why should you use Styles for formatting?	1:18
09	Styles and Table of Contents	0902 How to use Styles?	6:15
09	Styles and Table of Contents	0903 Create Table of Contents	4:58
10	Essential Printing tricks	1001 Essential Print Settings	2:31
10	Essential Printing tricks	1002 Shortcut to Print Preview	1:21
10	Essential Printing tricks	1003 How to print on legal stamp papers	1:37
11	Automating Office Tasks	1101 Mail Merge	5:33
11	Automating Office Tasks	1102 How to create a Fillable Form	4:14
12	Track Changes & Comments	1201 Why should you use Track Changes?	2:18
12	Track Changes & Comments	1202 How to turn the Track Changes ON / OFF?	1:35
12	Track Changes & Comments	1203 Reviewing Pane	1:00
12	Track Changes & Comments	1204 Mark-up view and Revisions	3:36
12	Track Changes & Comments	1205 Customize Track Changes options	2:40
12	Track Changes & Comments	1206 Add Track Changes Button to Status Bar	0:55
12	Track Changes & Comments	1207 Accept and Reject changes of multiple reviewers fast	3:34
12	Track Changes & Comments	1208 Prevent others from disabling Track Changes using Lock Tracking	3:01
12	Track Changes & Comments	1209 Add and Delete Comments	1:19
12	Track Changes & Comments	1210 Enable Comments only edit mode	3:41
12	Track Changes & Comments	1211 Using Comments and Track Changes together	1:01
13	Writing better	1301 How to use Thesaurus to write better?	4:13
13	Writing better	1302 How can "Readability Statistics" help to write better?	6:53
14	Read lengthy documents with ease	1401 How to read lengthy documents using Split Window	2:19
14	Read lengthy documents with ease	1402 How to read lengthy documents using multiple Windows	2:47
15	Backup, Recovery and Protection	1501 Recover Text from a Corrupted Word Document	0:53
15	Backup, Recovery and Protection	1502 Force Word to Repair a Damaged File	0:40
15	Backup, Recovery and Protection	1503 How to Change the auto-save interval	0:50
15	Backup, Recovery and Protection	1504 Find and Recover temporary autosave files	0:42
15	Backup, Recovery and Protection	1505 How to create an auto-backup copy	3:09
15	Backup, Recovery and Protection	1506 Prevent changes to the final version of a document	2:56
16	Compare documents	1601 Compare two versions of the same document - Why and How?	4:17
16	Compare documents	1602 Accept / Reject changes using right click	1:00
16	Compare documents	1603 Show compare windows	0:52
16	Compare documents	1604 Compare feature won't work if protection enabled	1:15
17	Macros for Word	1701 Activate Developer tab (for Macros)	0:50
17	Macros for Word	1702 How to record / run a VBA Macro and how to view the VBA Macro code (Example 1)	2:09
17	Macros for Word	1703 How to record / run a VBA Macro and how to view the VBA Macro code (Example 2)	1:52
17	Macros for Word	1704 Demo - How to avoid pressing Del & Spacebar multiple times to clean the text	1:54
17	Macros for Word	1705 Solution - How to avoid pressing Del & Spacebar multiple times to clean the text	1:50
17	Macros for Word	1706 Logic - How to avoid pressing Del & Spacebar multiple times to clean the text	4:50
17	Macros for Word	1707 Create Macros - How to avoid pressing Del and Spacebar multiple times to clean the text	6:39
17	Macros for Word	1708 View / Edit the Macro code from Visual Basic Editor (VBE)	1:16
17	Macros for Word	1709 Watching VBA Macro code getting recorded LIVE	1:39
18	New in 2016	1801 New Feature 2016 - Tell Me assistant	0:45

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