

Microsoft Word – Quick Parts

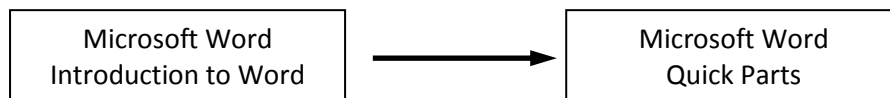
Audience

There are paragraphs, perhaps even pages, of text that you use over and over again. Instead of copying and pasting them from a previous document, why not turn them into a reusable entry that you can pull into a new document at anytime? In fact, you don't need to stop at text – you can store graphics also. How about utilising metadata within your document through the insertion of Document Properties – the information only needs to be entered once. Fields also perform a similar task, but there are a wide range of fields to choose from. By using the Quick Part tools in Word you can semi-automate certain “parts” of your document.

Duration

2 hours

Prior Learning Segment



You must be able to navigate efficiently within Word and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Word – Introduction to Word course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Create/Modify AutoText
- Insert Document Properties
- Insert/Manipulate Fields
- Building Blocks

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to create repetitive text entries and/or graphics, utilise metadata fields appropriately to display property information, insert field codes to display document information and manage Word Building Blocks.

Next Learning Segment

