

## Managing Your Office Documents

### Prerequisite

None

### Course Description

Students will learn to manage documents in any of the Microsoft Office applications. They will learn about the various saving options. They will learn how to copy from one file to another, copy from one application to another, use paste special and link data between applications. They will explore the various user-defined settings in the Tools-Options-menu. They will also learn how to customize any of the toolbars.

### Objectives

#### ***Save Documents***

- Save a Document
- Save a Document with a Password
- Change the Default File Location

#### ***Copy and Paste***

- Copy and Move Objects Between Documents
- Copy Objects Between Applications
- Use Paste Link

#### ***Customize the Applications***

- Customize the Toolbars
- Change the Default Font
- General Options

### Class Length

90 minutes  
Instructor lead, hands-on course