



WRITERS ■ EDITORS ■ ACADEMICS ■ GRADUATE STUDENTS

Make MS Word Work for YOU

A HANDS-ON WORKSHOP

Are you slogging through revising documents onscreen, giving your fingers more of a workout than your brain? Do you find making edits in Word time-consuming and annoying, a drain on your focus and creativity?

Expert instructor Adrienne Montgomerie shows you how to level up your Word game and lighten your workload. Get the software to do the heavy lifting, so you can focus on the meatier issues in your writing or editing project! Learn skills that make editing faster, more accurate, and efficient.

- Get the most out of Track Changes.
- Speed up editing with shortcuts and customizations.
- Make formatting a snap with Styles.
- Automate complicated or tedious tasks with macros.
- Use wildcards to turbo-boost the search-and-replace function.
- And much more!

You may even end up liking Word (just a little bit).

Bring your own laptop (Windows or Mac).



**SATURDAY
NOVEMBER 18
9:30 A.M. TO 4 P.M.**

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