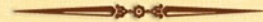


# Illinois Division of IAAP Webinar

Minimize Your Document Creation Time Using Quick Parts  
(Microsoft Office 2007/2010 version)

March 1, 2012 ● 7:00 PM Central Time



## What are Quick Parts?

The Microsoft Office Word Quick Part Gallery (released in version 2007) is a gallery where you can create, store, and find reusable pieces of content. Do you have a phrase, sentence, paragraph, image, table that you use often in in document creation? If so, you will appreciate Quick Parts, where you can insert often used items for easy insertion later.

## What will I learn?

- Overview of Microsoft Word Galleries
- Quick Parts Gallery
- Creating and storing parts in different Galleries
- Creating and storing parts to AutoText
- Overview of Building Blocks
- Editing Building Blocks
- Adding AutoText to your toolbar

This webinar has been approved for one (1) recertification point.



*Speaker:*

*Donna Gilliland  
MOSTraining*

*<http://mostraining.com/>*

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