

Transcript | Hacks for Working with Word Docs

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00:00:02.210 --> 00:00:14.250

Tom Butler: Hello, everybody! Lovely to have you all here, and welcome to this Quickfire Masterclass on hacks for working with Word docs. My name is Tom, and I'm Communications Manager here at Apolitical.

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00:00:14.580 --> 00:00:22.230

Tom Butler: It'll be great to hear from all of you, so do post in the chat where you're joining us from, and what organization you work for.

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00:00:22.240 --> 00:00:33.500

Tom Butler: For those of you who may be joining us for the first time, welcome very... welcome. AP Political is the world's largest network for government, used by over a quarter of a million public servants from around the world.

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00:00:33.500 --> 00:00:57.790

Tom Butler: And policymakers as well, from more than 170 countries. I can see people already posting in the chat, thank you very, very much. We've got UConn Canada, London, London, Melita, Dublin, Toronto, fantastic, fantastic. Our mission at Apolitical is to make government smarter, and we do this by equipping public servants worldwide with the knowledge and skills they need to lead the change.

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00:00:58.150 --> 00:01:11.909

Tom Butler: Today's session is going to be a compact 30 minutes, tightly focused on building your skills with Word docs. We know that as public servants, you are likely short on time, and we want these events to suit your learning needs and work with your busy schedules.

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00:01:12.280 --> 00:01:21.709

Tom Butler: We're gonna get into the presentation very shortly, but before we do, I'd like to extend an invitation to all of you to join Apolitical's Life in Government community.

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00:01:21.830 --> 00:01:28.970

Tom Butler: This is a space for public servants to share questions, insights, and resources relating to the experience of working in government.

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00:01:29.060 --> 00:01:42.640

Tom Butler: Writing in Word documents is part of that daily fabric of government life, so as attendees of today's event, I hope you'll find it useful long after we leave this Zoom call. My colleague should post a link in the chat to that now.

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00:01:44.020 --> 00:02:03.259

Tom Butler: Secondly, I must let you know that this event is recorded for on-demand viewing on the apolitical website. Please don't record it yourself, there's no need to. Contact details for privacy concerns are in the Apolitical homepage footer. Closed captions are available and can be toggled on or off in your screen settings.

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00:02:04.260 --> 00:02:21.519

Tom Butler: Okay, so now, onto the main event. It's my deep pleasure to welcome Sahana Prasad, who is our speaker for today. Sahana is a distinguished statistician and data science expert with over 35 years of experience in teaching, consulting, and training.

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00:02:21.590 --> 00:02:34.239

Tom Butler: Known for her mastery of mathematical statistics and operations research, she has led impactful workshops, published influential research, and currently serves as visiting faculty at institutions across India.

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00:02:34.510 --> 00:02:42.490

Tom Butler: You can reach Hana's full bio by visiting the Resources tab at the bottom of your Zoom screen, and heading to the Speakers section.

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00:02:43.950 --> 00:03:01.960

Tom Butler: Tana, it's my pleasure to have you with us. I'm going to hand over to you now for the next 18 or so minutes, and then we're going to have a few minutes reserved for Q&A right at the end. So attendees, please do submit your questions for Tana in the Q&A tab, throughout the presentation. Feel free to do that. Tana, the floor's yours.

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00:03:03.420 --> 00:03:18.130

Sahana Prasad, PhD: Yeah. Thank you, Tom, for that wonderful introduction, and welcome, everyone, greetings of the day. I'm talking to you from India, so it's already 8.30pm here. I'm speaking from India, Bangalore City.

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00:03:18.230 --> 00:03:24.490

Sahana Prasad, PhD: And I feel very happy to be with all of you, understanding about Word documents.

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00:03:24.560 --> 00:03:34.959

Sahana Prasad, PhD: something which has given me lot of headaches when I was doing my PhD. And unfortunately, we didn't have this Gen AI and all those stuff when I was doing my PhD.

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00:03:34.960 --> 00:03:50.390

Sahana Prasad, PhD: And I had a very strict supervisor who kind of, you know, in the ironical way, pushed me to become an expert in Word. Because he was very particular about formatting, he was very particular about even the smallest dot, which shouldn't be there when it is there.

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00:03:50.570 --> 00:03:57.309

Sahana Prasad, PhD: So, welcome to this presentation on Word docs, and I just want to tell you I've been there

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00:03:57.520 --> 00:04:15.360

Sahana Prasad, PhD: been very frustrated with Word docs, and I understand how it feels, like, when you want to do something, and then you're not able to... you're able to... what you're able to see is a kind of messy document. So, just give me a second, my PowerPoint has decided to close itself, I'm just opening it.

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00:04:16.820 --> 00:04:34.070

Sahana Prasad, PhD: And of course, you know, I always feel these machines are like human beings. You never know what their mood is like. One day, they're all with us, you know, being very pale with us, and then second day, they're off their mood. And I always wonder how, you know, things go wrong.

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00:04:34.210 --> 00:04:43.390

Sahana Prasad, PhD: With... at the right, appropriate moment. So, I work online a lot of times, but yes, sometimes at the nth moment.

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00:04:43.820 --> 00:04:47.989

Sahana Prasad, PhD: We get into difficulty with the...

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00:04:48.960 --> 00:04:55.550

Sahana Prasad, PhD: presentation. So, I am here now. I do hope you're able to see my Slideshow.

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00:05:04.670 --> 00:05:05.460

Sahana Prasad, PhD: Yeah.

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00:05:06.290 --> 00:05:09.829

Sahana Prasad, PhD: I hope I'm... Visible and audible.

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00:05:10.590 --> 00:05:14.160

Sahana Prasad, PhD: Tom, can you just confirm that you're able to see my slides?

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00:05:17.220 --> 00:05:17.820

Sahana Prasad, PhD: Yes.

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00:05:17.820 --> 00:05:21.459

Tom Butler: Yeah, yeah, all good, Tana, thank you very much, can see it loud and clear.

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00:05:21.460 --> 00:05:22.100

Sahana Prasad, PhD: Yeah.

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00:05:22.630 --> 00:05:29.310

Sahana Prasad, PhD: So... What are we going to do today? Which kind of silently eats our time?

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00:05:29.470 --> 00:05:30.940

Sahana Prasad, PhD: Our patients...

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00:05:31.060 --> 00:05:49.599

Sahana Prasad, PhD: And honestly, sometimes, you feel like throwing it all out. You feel like if it was a physical paper, you would have crumpled it and pushed it into the dustbin. That's how

frustrating work can be. It needn't be. So, whether you're in policy, project delivery, digital, admin, or data.

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00:05:50.100 --> 00:05:57.150

Sahana Prasad, PhD: So, I'm sure all of you would have had at least one document which kind of ruins your day.

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00:05:58.420 --> 00:06:02.950

Sahana Prasad, PhD: So... We'll work with some hacks, there are many.

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00:06:03.180 --> 00:06:16.539

Sahana Prasad, PhD: probably, you know, in the future, we would... we can also have a hands-on workshop where we rectify the messy and the unruly document. You'll kind of, tame it for our use.

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00:06:17.720 --> 00:06:22.929

Sahana Prasad, PhD: And... So the 9am panic hits most of us.

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00:06:23.330 --> 00:06:28.350

Sahana Prasad, PhD: We need to submit a policy document. It's all in a mess.

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00:06:28.950 --> 00:06:43.820

Sahana Prasad, PhD: the font is different, the formatting is different, there is a table which looks like a table, but which isn't a table. Actually, someone has typed it using spaces, so it's not a table, it looks like that, that's all. It is not a table.

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00:06:43.950 --> 00:06:48.539

Sahana Prasad, PhD: So... Formatting has always been an issue.

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00:06:49.290 --> 00:06:53.689

Sahana Prasad, PhD: I think many of you understand the Times New Roman

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00:06:53.890 --> 00:07:04.609

Sahana Prasad, PhD: is one of the best formats for printing. It gives you the perfect print kind of thing, as compared to many other fonts.

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00:07:04.880 --> 00:07:07.929

Sahana Prasad, PhD: Also, it looks elegant.

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00:07:08.130 --> 00:07:16.549

Sahana Prasad, PhD: Now, there are some other fonts which we would like to try, but I'm sure that Times New Roman is my personal favorite, and it is also the industry favorite,

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00:07:16.920 --> 00:07:19.190

Sahana Prasad, PhD: Favorite. So...

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00:07:26.540 --> 00:07:30.570

Sahana Prasad, PhD: So let me start with the very... Simple reality.

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00:07:31.190 --> 00:07:33.920

Sahana Prasad, PhD: We all know how to type in word.

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00:07:34.480 --> 00:07:38.969

Sahana Prasad, PhD: but not to work efficiently inward. It's not the same thing. We know how to type.

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00:07:39.310 --> 00:07:52.550

Sahana Prasad, PhD: Right? We can type documents, we can type our own personal things, and we do, many of you do. I type all my books, whichever books I've written, everything is in Word. So, but we don't know how to use it efficiently.

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00:07:53.230 --> 00:07:55.810

Sahana Prasad, PhD: And that is where the trouble begins.

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00:07:55.970 --> 00:07:58.970

Sahana Prasad, PhD: Usage is not equal to efficiency.

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00:07:59.180 --> 00:08:08.130

Sahana Prasad, PhD: Typing is not equal to efficiency. So this session will be all about formatting chaos, The misaligned headings.

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00:08:08.630 --> 00:08:15.510

Sahana Prasad, PhD: tables, as I said, which is not a table at all. Margins gone into some corner of their own.

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00:08:15.850 --> 00:08:26.319

Sahana Prasad, PhD: So, let us see what is it, what are some of the hacks. See, we cannot cover everything, all the hacks, but some of the important ones we'll be dealing with.

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00:08:26.980 --> 00:08:31.899

Sahana Prasad, PhD: So these simple things can save you hours of work every week.

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00:08:33.400 --> 00:08:41.090

Sahana Prasad, PhD: So, Word being a collaborative document, So, 5 people edit.

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00:08:41.450 --> 00:08:43.350

Sahana Prasad, PhD: Three of them give comments.

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00:08:43.549 --> 00:09:02.349

Sahana Prasad, PhD: somebody has written, changed whatever you have done, and you're no longer able to keep track what was there originally, so what happens? It looks like a patchwork quilt, but unfortunately, it isn't so beautiful, or it isn't so mesmerizing anymore. So what happens? From line to line, font changes.

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00:09:02.980 --> 00:09:04.690

Sahana Prasad, PhD: There are numbering breaks.

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00:09:05.010 --> 00:09:14.130

Sahana Prasad, PhD: Then there are spaces, before paragraphs, after paragraphs, unwanted spaces. There are tabs you don't know how to remove.

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00:09:14.610 --> 00:09:20.479

Sahana Prasad, PhD: So, this Frankenstein stage, kind of, Fixing becomes painful.

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00:09:21.140 --> 00:09:25.289

Sahana Prasad, PhD: And, always, The better option is...

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00:09:25.520 --> 00:09:27.690

Sahana Prasad, PhD: To do it right the first time.

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00:09:27.940 --> 00:09:30.499

Sahana Prasad, PhD: See, whether you're working with Word.

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00:09:30.610 --> 00:09:42.060

Sahana Prasad, PhD: Whether you're working with Excel, there are methods to fix the issues, but what is the best way to fix the issue is to see that the issue doesn't happen. Means?

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00:09:42.340 --> 00:09:46.350

Sahana Prasad, PhD: You set it right, you write it correctly the first time.

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00:09:46.500 --> 00:09:53.319

Sahana Prasad, PhD: you know, the Japanese method of doing it right the first time will save you a lot of headache.

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00:09:54.960 --> 00:10:02.079

Sahana Prasad, PhD: In Excel, just a side comment, we have the data validation rules.

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00:10:02.700 --> 00:10:05.240

Sahana Prasad, PhD: And the data validation

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00:10:06.020 --> 00:10:13.419

Sahana Prasad, PhD: It's very important because it helps us not to let unwanted and wrong data into the columns.

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00:10:13.800 --> 00:10:24.250

Sahana Prasad, PhD: So you're stopping it at the very first stage, so there's no meaning in going back. So unfortunately, Word doesn't have that, because Word is not just numbers, but Excel is.

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00:10:25.930 --> 00:10:28.740

Sahana Prasad, PhD: So... We use styles.

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00:10:29.360 --> 00:10:35.200

Sahana Prasad, PhD: See, don't format headings manually. We often make this mistake.

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00:10:35.440 --> 00:10:49.599

Sahana Prasad, PhD: We go and we try to format it, we try to put the font, we try to put the color, we try to put the bold. Don't do that. There are headings, I will show you in the Word document in some time, if time permits. Use the heading styles.

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00:10:50.030 --> 00:10:54.350

Sahana Prasad, PhD: Never bold the heading yourself. Never resize it yourself.

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00:10:54.970 --> 00:11:02.749

Sahana Prasad, PhD: That way, the first thing itself will go fine. When you're not doing it on your own, but you're doing it from the headings tab.

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00:11:03.220 --> 00:11:05.400

Sahana Prasad, PhD: It makes it much easier.

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00:11:05.830 --> 00:11:07.129

Sahana Prasad, PhD: Why is so?

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00:11:07.690 --> 00:11:08.900

Sahana Prasad, PhD: You might ask.

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00:11:09.120 --> 00:11:15.009

Sahana Prasad, PhD: I know how to format my heading. I don't need to use the heading in the styles thing.

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00:11:15.600 --> 00:11:19.830

Sahana Prasad, PhD: See, styles control the font size.

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00:11:20.250 --> 00:11:36.319

Sahana Prasad, PhD: the spacing, the numbering. Automatically, the styles will put the whole format, the whole paragraph in that particular style. So, the styles can be seen on the top of the document in the ribbon, so use that.

82

00:11:36.490 --> 00:11:47.269

Sahana Prasad, PhD: Do not format headings on your own. Use the styles pane. So, also, there is a navigation pane. You can see that it is there in the view button.

83

00:11:47.890 --> 00:11:57.250

Sahana Prasad, PhD: it is usually unchecked. If you check it, the navigation pane opens. This is like your, you know, Google Maps. It's like your GPS.

84

00:11:57.480 --> 00:12:16.189

Sahana Prasad, PhD: So, you have one section, you have another section, and you... if your document is large, you keep sliding down, down, down, till you find that. Otherwise, you'll have to do a find and replace. Instead of that, the navigation pane shows you the headings. And where are these headings coming from?

85

00:12:16.250 --> 00:12:18.260

Sahana Prasad, PhD: They are coming from your...

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00:12:18.720 --> 00:12:30.279

Sahana Prasad, PhD: Style step. So, automatically, headings get generated. Headings get generated means the navigation pane is activated. Navigation pane is activated, means you have full control over the document.

87

00:12:30.810 --> 00:12:32.200

Sahana Prasad, PhD: That's the first hack.

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00:12:34.010 --> 00:12:36.580

Sahana Prasad, PhD: Then... The wrap text?

89

00:12:37.020 --> 00:12:38.690

Sahana Prasad, PhD: Similar to the Excel.

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00:12:39.180 --> 00:12:40.200

Sahana Prasad, PhD: Square?

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00:12:40.340 --> 00:12:44.120

Sahana Prasad, PhD: Keep it square for a solid and stable image piece.

92

00:12:44.780 --> 00:12:52.030

Sahana Prasad, PhD: And there is an anchor button, I think most of you would have used it.

Use it to anchor it there. Otherwise.

93

00:12:52.240 --> 00:12:55.690

Sahana Prasad, PhD: When you send that Word document to somebody on Mail.

94

00:12:55.970 --> 00:13:00.399

Sahana Prasad, PhD: When you convert it into PDF, the image will move.

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00:13:00.630 --> 00:13:10.410

Sahana Prasad, PhD: So the image which was supposed to be in page 4, you suddenly find that it has gone to page 6. It happens, especially in Word, it happens a lot.

96

00:13:10.530 --> 00:13:17.579

Sahana Prasad, PhD: The image simply has a mind of its own, so anchor it using that... do you know that anchor code, this one? lcher.

97

00:13:18.700 --> 00:13:25.000

Sahana Prasad, PhD: Invisible tables are very important. So, how do you go to the invisible table?

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00:13:25.710 --> 00:13:31.170

Sahana Prasad, PhD: Simple. Go to the table, remove the borders. No borders.

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00:13:31.480 --> 00:13:34.960

Sahana Prasad, PhD: Table, neat, without the table format.

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00:13:35.110 --> 00:13:39.549

Sahana Prasad, PhD: Very good for structuring documents. It looks amazing. I'll show you in a minute.

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00:13:39.650 --> 00:13:40.729

Sahana Prasad, PhD: How to do that.

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00:13:40.900 --> 00:13:45.090

Sahana Prasad, PhD: So... Another option is...

103

00:13:45.370 --> 00:13:56.010

Sahana Prasad, PhD: Fix the position on page. There is a button for that. You fix it there, and that will control your layout. So, the first important thing, as I said.

104

00:13:56.190 --> 00:13:59.750

Sahana Prasad, PhD: is the heading. And the second important thing is the...

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00:14:01.660 --> 00:14:09.670

Sahana Prasad, PhD: layout page. So, this will reduce at least 90% Of your promise.

106

00:14:13.870 --> 00:14:20.479

Sahana Prasad, PhD: Now, this... gums... But there comes the other important thing.

107

00:14:20.730 --> 00:14:27.250

Sahana Prasad, PhD: See, often we... Sorry, I'm just nursing a back throat.

108

00:14:27.390 --> 00:14:29.509

Sahana Prasad, PhD: So we do this copy-paste.

109

00:14:29.790 --> 00:14:41.320

Sahana Prasad, PhD: We copy from the web. We copy from emails. Many times we do that. See, when you have an email which says, okay, I need a document with these, these, these things, you just copy-paste from the email.

110

00:14:41.710 --> 00:14:46.719

Sahana Prasad, PhD: Right? So this will bring in its own invisible format.

111

00:14:47.270 --> 00:14:49.030

Sahana Prasad, PhD: indentation problems?

112

00:14:49.340 --> 00:14:57.960

Sahana Prasad, PhD: fonts Spacing, and what happens? Your document is now a mix of many things.

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00:14:58.240 --> 00:15:18.129

Sahana Prasad, PhD: data from the web, something from your email, something from your other document. So what happens is, there is a mix of the formatting. So this... how do we avoid this? Very important. This same problem happens in Excel as well. I'm just drawing parallels to just show you how these two documents have the same features.

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00:15:19.230 --> 00:15:27.270

Sahana Prasad, PhD: See, suppose, let's say in Excel, you have a column in which you have summed up some 5 different columns.

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00:15:27.490 --> 00:15:31.059

Sahana Prasad, PhD: So, this column is basically a formula column.

116

00:15:31.170 --> 00:15:36.820

Sahana Prasad, PhD: It is not an independent column. It depends on the previous columns, and it gets updated dynamically.

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00:15:37.300 --> 00:15:42.250

Sahana Prasad, PhD: If you copy-paste this, You get a reference error.

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00:15:43.010 --> 00:15:55.970

Sahana Prasad, PhD: You might have tried many a times that formula-based columns is not copyable. You cannot copy-paste. For that, we have a very beautiful tool called the Paste Special.

119

00:15:56.410 --> 00:16:02.350

Sahana Prasad, PhD: Ctrl-Alt-V, if you can remember. Otherwise, paste special.

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00:16:02.890 --> 00:16:04.540

Sahana Prasad, PhD: What happens here is.

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00:16:04.640 --> 00:16:13.699

Sahana Prasad, PhD: you copy from anywhere, from a website, from your previous documents, from your email, from some other... from even your WhatsApp, you know, that's one of the other things which happens.

122

00:16:13.800 --> 00:16:24.959

Sahana Prasad, PhD: You copy-paste from the WhatsApp, so it brings in its own formatting. So don't do normal paste. Don't do Ctrl-C, Ctrl-V. Forget about Ctrl-V. Do Paste Special.

123

00:16:25.090 --> 00:16:28.189

Sahana Prasad, PhD: Go for unformatted text.

124

00:16:29.370 --> 00:16:32.900

Sahana Prasad, PhD: And, as I said, yes, when you're copying from PDF, anywhere.

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00:16:33.080 --> 00:16:42.789

Sahana Prasad, PhD: So, one thing, let me tell you, If your document acts strange, It gives you trouble.

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00:16:43.400 --> 00:16:54.999

Sahana Prasad, PhD: you are making your life miserable by formatting, reformatting, controlling and again formatting. Still, it is not getting formatted. One important thing is the copy-paste problem.

127

00:16:55.420 --> 00:17:01.210

Sahana Prasad, PhD: So, you try, don't do Normal V, CTRL V, Go for Paste Special.

128

00:17:01.740 --> 00:17:04.819

Sahana Prasad, PhD: And choose Unformatted text.

129

00:17:05.369 --> 00:17:11.539

Sahana Prasad, PhD: In Excel, If you're copying a formula, use Paste123.

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00:17:11.829 --> 00:17:30.630

Sahana Prasad, PhD: Paste itself, you know, I can talk about it for almost an hour. The paste is a very beautiful command. It has many, many features. I think most of us don't use it at all. If we use it, it would make our life so simple. So, this was my hack 3. Paste, unformatted text. No Ctrl-C, Ctrl-V.

131

00:17:32.990 --> 00:17:33.820

Sahana Prasad, PhD: Jeez.

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00:17:34.110 --> 00:17:36.549

Sahana Prasad, PhD: That changes. See?

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00:17:36.900 --> 00:17:43.510

Sahana Prasad, PhD: This is very important. What happens is, you know, you make some changes, you save it.

134

00:17:43.670 --> 00:17:51.359

Sahana Prasad, PhD: It goes. What was the original data? What was written originally? You're not able to find it any longer. So...

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00:17:51.470 --> 00:17:54.250

Sahana Prasad, PhD: Use this rat changes option.

136

00:17:54.510 --> 00:18:02.390

Sahana Prasad, PhD: So, but one thing... Be careful to review the changes individually. Do not go for Accept All.

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00:18:02.590 --> 00:18:15.549

Sahana Prasad, PhD: Because often, you know, when we are in a hurry, when somebody has put a comment or some changes they have suggested, we just say, accept all. It becomes so much easier for us, you know, we can get on with the next job. But here.

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00:18:15.550 --> 00:18:24.470

Sahana Prasad, PhD: Don't do that unless you trust the other person completely. What I mean is, you're very confident that the other person wouldn't do anything which

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00:18:24.710 --> 00:18:38.009

Sahana Prasad, PhD: is not correct. So, you review the changes, and probably another important thing, very, you know, what should I say, elementary, you know, which we all forget, even I do it, I'm also guilty of doing that.

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00:18:38.510 --> 00:18:39.580

Sahana Prasad, PhD: Naming.

141

00:18:40.110 --> 00:18:41.679

Sahana Prasad, PhD: So, we just save.

142

00:18:41.980 --> 00:18:56.029

Sahana Prasad, PhD: It goes as draft, draft 1, or sometimes it goes... sometimes when you're pressing T, some other special character gets present, and it goes on probable as draft hash, or some such thing. We've all been doing that. This naming

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00:18:56.260 --> 00:18:58.370

Sahana Prasad, PhD: When you don't do it properly.

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00:18:58.530 --> 00:19:00.529

Sahana Prasad, PhD: Will cause you a lot of headache.

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00:19:00.680 --> 00:19:09.179

Sahana Prasad, PhD: I, as I said, I myself am guilty of that, so name it properly. The easiest and the best way is to name it according to the date.

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00:19:09.400 --> 00:19:12.609

Sahana Prasad, PhD: That way, retrieval will become very easy.

147

00:19:13.020 --> 00:19:20.710

Sahana Prasad, PhD: So, you name it today. So, for example, you say 18th of... 19th of November 2025, draft 1.

148

00:19:21.590 --> 00:19:25.189

Sahana Prasad, PhD: 20th of November, 2025, draft 2.

149

00:19:25.540 --> 00:19:35.799

Sahana Prasad, PhD: Because, see, the thing is, when you have multiple drafts, it's again your burden to cross-check. So, try not to do that. Have one version.

150

00:19:36.060 --> 00:19:37.799

Sahana Prasad, PhD: Open crack changes.

151

00:19:37.810 --> 00:19:56.719

Sahana Prasad, PhD: So, definitely, yes. And here, see, the naming, you know, somebody names it final, somebody names it latest, and that kind of thing, we need to avoid. Especially if your file is a collaborative file. The same thing, whatever I'm seeing, applies to the Google Doc as well. Same thing.

152

00:19:57.920 --> 00:20:01.760

Tom Butler: Sahara, just to let you know, there's one minute left until the Q&A.

153

00:20:01.760 --> 00:20:17.500

Sahana Prasad, PhD: Oh, okay, okay, I'll just find out. Okay, so I'll just go to the next one. So, we often produce similar documents, reports, briefs, notes, every week, every day, every month. So, here we have a D.DOTX template.

154

00:20:17.850 --> 00:20:19.460

Sahana Prasad, PhD: So it's a template file.

155

00:20:19.720 --> 00:20:26.830

Sahana Prasad, PhD: means everything is predefined. The fonts, the margin, the spaces, everything is predefined.

156

00:20:27.020 --> 00:20:41.250

Sahana Prasad, PhD: You keep a file ready. Whoever is doing it, updating it, will have to follow the same format. They cannot deviate from that. So what happens at the end of the month or the end of the week, every time you get a similar report.

157

00:20:41.720 --> 00:20:54.590

Sahana Prasad, PhD: Without having to format. Templates are very important. I think we should spend time in making the templates and keeping ready. It's like, you know, you do the prep the previous night, and your morning becomes easier. That same thing.

158

00:20:54.910 --> 00:21:10.580

Sahana Prasad, PhD: So, that organization, and you put in your logo, you put in your company name, whatever you want, however you want, just make the template. Yeah, I'm done, almost. So, this is a massive time saver for anybody who works it.

159

00:21:10.730 --> 00:21:25.309

Sahana Prasad, PhD: One last thing, I'll just quickly finish. So, mail merge, we don't use it. Use mail merge for personal letters. Certificates, you're issuing a certificate, use mail merge. Auto text, enable auto text. Standard paragraphs.

160

00:21:25.420 --> 00:21:42.310

Sahana Prasad, PhD: It comes automatically. Then, in your Google Docs, there's a dynamic thing called a Google Smart Chip. It will repeat your last action, and of course, your formatting. Please do not miss the formatting option, your

161

00:21:42.530 --> 00:21:57.739

Sahana Prasad, PhD: Shift plus F3, if you're able to remember. Otherwise, upper and lower and proper. So, that will help you to keep your fonts in a consistent manner. Upper and lowercase also will instantly make your document very good.

162

00:21:57.850 --> 00:22:05.129

Sahana Prasad, PhD: Okay, let me stop now. I have a lot to say, and I know you have lots to ask, but as of now, let me stop.

163

00:22:05.610 --> 00:22:28.129

Tom Butler: Yeah, thank you so much, Sana. I know, there's so much to cover, and you've fitted in so much in such a short period of time there, so I'm sure everyone's very grateful for that. To everybody here, please do remember to keep sharing any questions you have. We've got lots already, actually, both pre-submitted and ones that were sent through to us during the presentation. To ensure it gets seen, not lost in the chat.

164

00:22:28.130 --> 00:22:32.610

Tom Butler: Ask them in the Q&A, which you should see at the bottom of your Zoom screen.

165

00:22:33.060 --> 00:22:49.369

Tom Butler: Just before we dive into your questions, I just want to quickly let you know that we've created a great follow-on resource to today's topic, that we think you'll find useful. We're giving you access to a template tune-up kit to practice putting the formatting hacks you have learned today into action.

166

00:22:49.370 --> 00:22:57.709

Tom Butler: To receive your link to this resource, go to the Life in Government community after the event, and leave a comment on my post, which is pinned at the top of the page.

167

00:22:57.710 --> 00:23:18.079

Tom Butler: And then we'll send you that resource later this week. My colleague should, have posted that, linked to that in the chat, in the thread. Yes, she has indeed. Thank you very much. So, yeah, now on to the Q&A. We've got a couple, live on the day. There's one here from Alison. She says, I've had trouble removing page breaks. Is there a hack for this, please?

168

00:23:18.480 --> 00:23:20.610

Tom Butler: Sana. Paige.

169

00:23:20.610 --> 00:23:24.440

Sahana Prasad, PhD: Page break is always... problem.

170

00:23:24.490 --> 00:23:47.440

Sahana Prasad, PhD: The one best option is, you know, you don't create the page break in the beginning. See, one mistake what we generally do is we create the page break. So, do not create the page break. See, what happens is that when you're doing a document as a whole, you will anyway be converting it into PDF. Because page breaks is one thing, you know what happens? I have observed? If your first page ends at two lines.

171

00:23:47.440 --> 00:23:49.350

Sahana Prasad, PhD: The bridge break will...

172

00:23:49.350 --> 00:24:03.959

Sahana Prasad, PhD: full push it down to the next page. And when you convert it into a PDF, or when you convert it, take a printout, it looks very ugly. So, I would recommend that if your document is a single document, you use the space button to move down.

173

00:24:04.000 --> 00:24:11.389

Sahana Prasad, PhD: You can format it later, because, you know, you might like to add something, because page breaks are a headache, I'll tell you honestly, it's a headache.

174

00:24:11.820 --> 00:24:12.610

Sahana Prasad, PhD: So...

175

00:24:13.310 --> 00:24:14.060

Tom Butler: Thanks, Sarah.

176

00:24:14.830 --> 00:24:29.480

Tom Butler: No problem, and this is a question that was actually related to, one of your... I think it was the penultimate slide you did. What's the best way to handle comments and track changes when you're dealing with senior stakeholders who aren't very confident with Word?

177

00:24:30.640 --> 00:24:33.379

Sahana Prasad, PhD: Yeah, see, comments...

178

00:24:34.690 --> 00:24:59.689

Sahana Prasad, PhD: are to be taken seriously, because you have to incorporate them in your document, otherwise, you know, the document, again, will come back to you. It's simple as simple as that. If you're not going to accept the comment, you make a remark there. And yes, be

a little diplomatic if you feel that it doesn't work. I have had, you know, I do it all the time, because whenever I send in a documentation, a document for printing for a newspaper.

179

00:24:59.690 --> 00:25:18.109

Sahana Prasad, PhD: article, usually it comes back for editing with the n number of comments, many things, you know, which I kind of cannot accept. It is not even valid, but it is there. But yes, some comments will help you. For example, I'll give you one simple example. You're using a local term.

180

00:25:18.110 --> 00:25:34.089

Sahana Prasad, PhD: For example, you say, jalebi. Jalebi is an Indian sweet, you know? When we use that jalebi, everybody cannot understand. It's a very commonly used, very much loved Indian sweet. So, we put it in, italics.

181

00:25:34.250 --> 00:25:49.740

Sahana Prasad, PhD: If you do not put it in a dalex, it goes as a part of the general document, and then people will not understand. You make it into Daleks, and you put the... you put a star there, and then you explain it in the very end. So that is one thing which often

182

00:25:49.740 --> 00:26:04.740

Sahana Prasad, PhD: the comments will come like that. Put it in italics, or... and incorporate this. Or one thing is referencing. See, when you don't reference, we say, okay, we discussed in the meeting, according to the meeting minutes. When did the meeting happen?

183

00:26:05.250 --> 00:26:22.200

Sahana Prasad, PhD: Who said that? That has to be referenced. That is a very important point, otherwise you'll be definitely getting a comment. And quantify. I think everyone understands when I say that, when you don't quantify things, you create a lot of confusion. I'm very good... I'm very happy with this project.

184

00:26:22.260 --> 00:26:25.259

Sahana Prasad, PhD: Now, how... what do you define as very happy?

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00:26:25.620 --> 00:26:38.660

Sahana Prasad, PhD: what? Because? I'm very happy with this project because we were able to increase our sales by such and such a thing. Because we were able to generate the revenue of such and such a thing. So when you quantify

186

00:26:38.980 --> 00:26:57.549

Sahana Prasad, PhD: that is another one way, even, of course, it doesn't come with a... it doesn't come as a hat, but that goes into a very good report. So, quantify, we are in the age of data, we are in the age of data analysis, so anything which is an attribute that is a non-measurable thing, will always give you trouble. So these generally come as commits, I have observed that.

187

00:26:59.260 --> 00:27:12.479

Tom Butler: Brilliant, thanks, Hana. I think we have time for one more quick one, and it would be a good one because this was a pre-submitted question, and one which was done live on the day, which is about, bullet points.

188

00:27:12.620 --> 00:27:16.089

Tom Butler: what can you... what can I do when my bullet points don't line up?

189

00:27:16.380 --> 00:27:17.580

Tom Butler: Quite simply.

190

00:27:17.880 --> 00:27:18.940

Sahana Prasad, PhD: what can I do when?

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00:27:19.270 --> 00:27:21.859

Tom Butler: When my bullet points don't line up.

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00:27:21.860 --> 00:27:34.389

Sahana Prasad, PhD: Bullet points, always one big headache. I think I'll just share my screen a bit. One, just one second. It's always easy to explain with the help of a messy article. Just give me a second, I'll just open it.

193

00:27:36.630 --> 00:27:39.759

Tom Butler: Okay, Joe, we've got 2 minutes left, so we'll have to.

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00:27:39.760 --> 00:27:42.910

Sahana Prasad, PhD: Yeah, yeah, I'm just winding it up in a second.

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00:27:44.260 --> 00:27:45.350

Tom Butler: Nope.

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00:27:45.990 --> 00:27:55.849

Sahana Prasad, PhD: One second. Okay, what we generally do, I'm not able to get that document. If the document is open, I'm not able to share it, I don't know the reason.

197

00:27:56.180 --> 00:27:58.790

Sahana Prasad, PhD: One last try And last...

198

00:27:59.190 --> 00:28:01.559

Tom Butler: One last try. We've.

199

00:28:02.700 --> 00:28:08.219

Sahana Prasad, PhD: Then we'll have to move on. Yeah, yeah. Are you able to see my word?

200

00:28:09.870 --> 00:28:11.079

Tom Butler: I can see it, yeah.

201

00:28:11.760 --> 00:28:17.799

Sahana Prasad, PhD: Yeah, so one import... you can see it, right? So here, I'll just show you... see this.

202

00:28:18.340 --> 00:28:24.120

Sahana Prasad, PhD: This is my problem. People have... Done the numbering wrong.

203

00:28:24.590 --> 00:28:31.040

Sahana Prasad, PhD: So, simple. Go home, Go to this numbering button and choose your number, so it gets set right.

204

00:28:31.290 --> 00:28:42.439

Sahana Prasad, PhD: And of course, this one you need to delete, because this has come in as a text in the data, it does not come in as a point. It's a come-in. Let me show you, revert it. See, before formatting.

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00:28:44.630 --> 00:28:50.110

Sahana Prasad, PhD: After formatting. So, and... Here, your bullet points.

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00:28:50.710 --> 00:28:53.269

Sahana Prasad, PhD: Which will always kind of give you trouble.

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00:28:55.250 --> 00:29:02.200

Sahana Prasad, PhD: See, the alignment will shift, because what has happened is, the text has been printed... let me zoom it out a bit...

208

00:29:03.190 --> 00:29:04.510

Sahana Prasad, PhD: You see here.

209

00:29:04.920 --> 00:29:12.050

Sahana Prasad, PhD: There is one bullet which is a part of the text which has to be manually removed. So you work with these move... this...

210

00:29:12.180 --> 00:29:13.030

Sahana Prasad, PhD: Thanks.

211

00:29:13.850 --> 00:29:32.179

Sahana Prasad, PhD: These ones will help you to pull it wherever you want. You select the entire paragraph and move it there. So here, see here, another thing what I was mentioning is, this is not a table, it looks like a table. So you go for insert, and you go for table, and you say insert table.

212

00:29:32.530 --> 00:29:33.779

Sahana Prasad, PhD: It's a hot ass. Of course.

213

00:29:33.780 --> 00:29:35.770

Tom Butler: I've just got to jump in. I know lots.

214

00:29:35.770 --> 00:29:39.329

Sahana Prasad, PhD: Okay, okay, yeah, I saw this, I saw this. That's alright, okay.

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00:29:39.330 --> 00:29:45.040

Tom Butler: We could go on forever, couldn't we? There's so much to cover, but I just got to wrap it up at this point, but it's been so...

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00:29:45.040 --> 00:29:47.120

Sahana Prasad, PhD: I understand. Have you?

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00:29:47.120 --> 00:29:51.410

Tom Butler: an incredible, Word doc wisdom today. I'd like you to join...

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00:29:51.630 --> 00:29:57.299

Tom Butler: everyone here to join me in giving Sahana a huge virtual round of applause. Do send, yep, all the emojis, fantastic.

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00:29:57.300 --> 00:29:57.990

Sahana Prasad, PhD: Thank you.

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00:29:57.990 --> 00:30:08.439

Tom Butler: And most importantly, thanks to you, everybody, the attendees, for investing in learning and being so engaged with this topic. The Queen is... the team is going to do a quick poll.

221

00:30:08.440 --> 00:30:24.559

Tom Butler: to learn how you, feel about... how you felt about today, which will help us continue improving our content, and we really appreciate your responses. On a scale of 1 to 10, rank your agreement with this statement. The event was a valuable use of my time.

222

00:30:25.520 --> 00:30:26.290

Tom Butler: That's.

223

00:30:26.290 --> 00:30:46.079

Sahana Prasad, PhD: And definitely, we'll follow it up. Tom, I think we should follow it up with a kind of hands-on workshop, you know, get our hands dirty with the dirty Word document and set it right. We can plan about that. I think that should help us, yeah. So, I do understand, because people are saying that we need a lot of time to do it, because... yeah, thank you so much, guys.

224

00:30:46.080 --> 00:31:00.800

Tom Butler: It's been great, yeah, and lovely to have such a lively discussion and a helpful discussion. We definitely can do something in the future. So, yeah, thanks everybody for coming. That's all we've got time for today. We hope you found it helpful. A huge thank you to Suhana and all of you for taking the time out of your busy days.

225

00:31:00.800 --> 00:31:11.880

Tom Butler: Keep an eye out for the email coming your way with today's recording and resources, and we hope to see you at another apolitical event very soon. So, thank you everybody, and have a great day. See you later.

226

00:31:11.880 --> 00:31:13.049

Sahana Prasad, PhD: Thank you all.