

Word - Working with Long Documents – 1 day



Course Objectives

Understand how to create and manipulate long documents generating Indexes and Table of Contents, creating styles and using different headers and footers throughout your document.

Prerequisites

It is recommended that students have basic experience with the underlying operating system and the file management system.

Additionally, students should have an understanding of concepts covered in the Word Introductory and Intermediate courses. These include producing, saving and retrieving documents, the different views, editing and formatting a document.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Moving Through Long Documents

- Keyboard
- Mouse
- Find & Replace including styles and formatting
- Go To
- Document Map

Formatting Pages

- Adjusting Margins
- Headers and Footers
- Page size and Orientation
- Page Breaks
- Section Breaks

Templates and Styles

- Creating and Using a Document Template
- Creating Paragraph Styles
- Creating Character Styles
- Modifying Styles
- Copying Styles between Documents

Outlines and Long Documents

- Creating a Document in Outline View
- Viewing an Outline
- Modifying an Outline
- Bookmarks
- Footnotes and Endnotes
- Cross-References
- Table of Contents
- Creating an Index
- Master Documents