

Course Overview



Microsoft WORD

1 Day Course

Creating Long Documents

Course Description

Microsoft Word can be used to create documents from the simplest letters to the most complex reports. Delegates will learn how to use Words Outline view to plan and map out the structure for such documents. Tables of Contents, indexes and tables of figures can be easily produced automatically once you have mastered the art of using styles. This course also examines ways of allowing teams of writers to work on the same document and provides quick effective methods for navigating and editing large volumes of text.

Course Objectives

Upon completion of this course, you will be able to:

- Use Outline View to structure and layout a long document
- Create, apply, edit and organise styles
- Create and modify a template
- Save a new template in a custom directory
- Create, edit and format headers and footers in a Word document
- Understand and apply sections / breaks and the implications they have for your document
- Understand the principles of using master documents
- Create and edit a master document and its linked sub-documents
- Create a table of contents based on the styles used in your documents
- Create a table of Figure from the captions used in your document
- Create an index and mark text for inclusion in that index
- Create bookmarks, cross-references and hyperlinks to help navigate through your document

Course contents

Structuring Long Documents

- Creating a document in Outline view
- Changing the heading level
- Using the Outlining toolbar

Working with Word Templates

- Creating, saving and editing a Word template
- Using a Word Template
- Assigning the template to a toolbar button

Working with Styles

- Creating, editing and deleting styles
- Organising styles
- Applying styles

Working with Master Documents

- Creating, saving and editing master documents
- Adding, editing and deleting sub-documents
- Printing master and subdocuments

Working with Headers, Footers and Sections

- Creating, editing and formatting headers and footers
- Using the headers and footers toolbar
- Inserting objects into headers and footers
- Inserting and formatting sections and breaks
- Creating a document with columns

Using Words Navigational Tools

- Using the Document Map
- Using document styles to create a Table of Contents
- Editing and updating a Table of Contents
- Creating and editing indexes, tables of figures, captions and footnotes
- Creating and editing Bookmarks and Hyperlinks

Who should attend?

To get the best from this course you should have attended the Introduction to Word course or be confident in creating, editing and s0 0117.6 0Introduction to Worde6 0 TD 0 Tc 7.008 Tw 20 T -167.52 -13.4 0 T 0.502 0 0.502 rg rg /F8