

Microsoft Office Word Working with Long Documents Course Outline



Course aims:

This workshop is designed for those users needing to create long documents such as reports, publications, booklets etc. It incorporates all the features required to create professional looking documents in an efficient and consistent manner.

Pre-requisites:

Delegates should have a working knowledge of Word (any version) and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

Who should attend:

This course is suitable for anyone needing to structure long documents of in a professional consistent manner.

Duration: 1 day

Templates & styles	Creating, saving & editing templates, creating, editing & applying styles to templates & documents, transferring & merging styles between documents and templates
Page layout/design	Margins and tabs, page orientation, page numbering using headers/footers, section breaks
Captions	Using captions
Table of ...	Inserting figures numbers against tables, charts etc. Creating a table of figures/graphics
Footnotes and endnotes	Understand the difference between Footnotes & endnotes and when to use them
Table of contents	Using styles to create table of contents
Indexes	Marking text for an index, creating indexes
Revision marking	Using revision marking in documents
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