

Word Long Documents

What Can You Expect?

This course targets individuals who need to gain the skills necessary to create long documents such as reports or essays using essential time saving features. You will also learn tips and tricks for quicker ways of working efficiently in Word.

What Is Required From You?

You should already have a working knowledge of Word, including how to create, edit, format and print documents. You should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

1 Day Course Content

Format Document Content

- Apply Built-In Heading Styles
- Modify Built-In Heading Styles
- Create & Apply New Heading Styles
- Apply & Modify Outline Numbering

Managing Documents

- Insert Page Breaks
- Insert Section Breaks
- Apply Different Headers & Footers
- Control Pagination
- Create Footnotes & Endnotes

Table of Contents

- Insert & Delete A Table Of Contents
- Modify Options & Settings In A Table Of Contents
- Update A Table Of Contents

Table of Figures

- Insert Pictures
- Add Captions To Pictures
- Insert A Table Of Figures
- Update A Table Of Figures

Master Documents

- Work In Outline View
- Create A Master Document
- Insert A Subdocument
- Collapse & Expand Subdocuments

Track Changes

- Switch On Track Changes
- Adjust The Markup Appearance
- Save A Document Version With A Comment
- Use The Reviewing Pane To Accept/Reject Changes

What Will I Take Back To Work With Me?

You will be able to use simple techniques to create and format a long document efficiently and effectively with hands-on experience.

