

WORD COURSES



LONG DOCUMENTS

Provide more advanced tools for working with reports and others longer documents based on a hierarchy of chapters and subchapters, including: styles, columns, breaks, headers and footers, foot notes and end notes, index, page numbering, cross referencing, table of contents, master documents and templates. This course should allow you to perform what previously took you 2 days within a few hours.

Level:

For intermediate levels

Prerequisites:

Basics of Word, including advanced font and paragraph formatting (these topics are taught on the Fundamental Skills and Font & Paragraph Formatting courses).

Audience:

Most suitable for people who work with longer documents based on a hierarchy of chapters and subchapters with advanced page layout, table of contents, index, cross references.

Aim:

of this course is to provide students with the understanding on how to work with long documents based on styles, in a time efficient manner. At completion of this course, the student will be able to format long documents within 30-60 minutes instead of the 6-8 hours generally required. This will include adding a table of contents, using the outline view to reshuffle chapters quickly, adding an index and cross-referencing text templates and macros. Also learn how to merge data from different tables into one; display columns and rows to only show the information required, and finally how to create scenarios.

Overview:

- Navigating within a document
- Keeping Text Together
- Reveal Formatting
- Page Breaks / Section Breaks
- Columns
- Page Numbering
- Headers and Footers
- Styles
- Outline View
- Bookmarks
- Cross Referencing Text
- Footnotes / Endnotes
- Table Of Contents
- Index
- Master Documents
- Templates

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day