

Microsoft Word: Working With Long Documents

Overview

Microsoft Word: Working With Long Documents is for people who need the tools to handle large, multi-page documents. It is not necessary to have attended the Word Level 3 course, as there are some topics in common.

Course Objectives

- ✓ Work with Styles
- ✓ Create a Table of Contents
- ✓ Create an Index
- ✓ Use the Outline View
- ✓ Create Master Documents
- ✓ Use Templates and Wizards
- ✓ Track Revisions
- ✓ Use bookmarks, Notes and Comments

Course Content

Using Styles

- Using the quick styles gallery
- Using the style inspector
- Managing styles
- Applying styles
- Creating a style
- Adding a style to the quick styles gallery
- Editing an existing style
- Clearing formats and styles
- Deleting a style

Creating a Table of Contents

- Generate a table of contents
- Remove a table of contents
- Using custom styles
- Updating a table of contents

Creating an Index

- Creating main index entries
- Creating index subentries

- Cross-referencing index entries
- Generating an index
- Viewing the index field code
- Updating an index

Creating a Table of Authorities

- Marking citations
- Inserting a table of authorities
- Updating a table of authorities

Creating Citations and Bibliography

- Inserting citations
- Managing sources
- Editing citation and bibliography styles
- Inserting a bibliography

Using Outline View

- Create an outline
- Work in outline view
- Collapse/expand outline headings

- Display an outline heading levels
- Move an outline heading or body text
- Number the outline levels
- Display/hide outline text formats

Creating Master Documents

- Using a master document
- Inserting subdocuments
- Collapse/expand subdocuments
- Unlink subdocuments
- Split and merge subdocuments
- Lock subdocuments
- Open subdocuments

Comments and Revisions

- Enable tracking
- Set tracking options
- Disable tracking
- Insert comments
- View and navigate comments
- Enable balloon options
- Select options for Show Markup
- Display the reviewing pane
- Compare documents
- Combine multiple revisions
- Review track changes
- Accept/reject all tracked changes

Course duration: one day