



Document Authoring with Word 2000 / XP

A 1 day course designed for users who want to use Word for report writing

Delegate Requirements:

Completion of Everyday Word 2000 / XP course or basic working knowledge of Word 2000 / XP. It is assumed that delegates are aware of the method of inserting a graphic into a document

Course Outline

Using Headers and Footers

Differing Headers and Footers

Page Numbering

Using Outline View

Using Styles

Using Heading Numbering

Creating a Table of Contents

Creating an Index and Concordance file

Creating Bookmarks

Creating Cross References

Creating Captions

Creating Tables of figures

Using Sections

Using Footnotes & Endnotes

Using document fields

Creating Columns

Using Hyperlinks

Creating Watermarks

White Horse Computer Training

For further details, please e-mail: jgale@whitehorsect.demon.co.uk