

Who is this for?

This course is aimed for those who write and produce lengthier Word documents and need more tools and techniques to manage these efficiently. Typically these are documents such as reports, manuals or training guides. You should be using Word on a day to day basis and be comfortable with most of the content of the Everyday Word course.

What does it cover?

The initial focus is a refresher on longer document skills such as headers, footers and page numbers. Styles are then covered in much depth including style inheritance. The various ways of creating a table of contents, and using outline view, are covered in depth, including the modification of the look of the table. Indexing is covered, including multi-level indexes. The remainder of the course covers the presentational details of report writing such as captions, footnotes, cross references and differing headers and footers. Sections are covered as these can be intricate and can make or break a document. Finally hyperlinking to parts of the document are covered along with enhancing the page with watermarks. If time allows, we also look at the DTP facilities of Word to compliment the report layout.

How long is it?

One day as a group, or can be split into several sessions if required for individuals.

Where is it run?

On your site, at home, or via one of the venues we use.

I'm interested ...

Just email us on enquiries@whitehorsect.co.uk or visit www.whitehorsect.co.uk to get in touch.

Course content

Knowledge check - longer documents revisited

*Numbering pages
Headers & footers
Making a different first page*

Understanding & using Styles

*The main style types
Creating, applying & modifying styles
Paragraph versus character styles
Styles in use & identifying the current style
Specifying a style for the following paragraph
Base a style on another style*

Creating a Table of Contents

*Using the heading styles versus your own
Creating & updating the table
Modifying the table styles*

Using Outline View

*Switching to outline view
Promoting & demoting headings
Moving text around
Using Heading Numbering*

Creating an Index & Automark file

*Marking index entries manually
Creating an Automark file*

Creating the Index

Creating a multi-level index & Automark file

Creating a Cross References

*Creating a bookmarks
Adding the cross reference*

Creating Captions

*Adding a caption to an image or table
Creating a tables of figures from captions
Cross referencing a caption*

Using Sections

*Pros & cons of sections
Different types of sections*

- ♦ Continuous & next page sections
- ♦ Odd & even page sections

*Displaying “vanishing” section breaks
Unlinking headers & footers between sections*

Using Footnotes & Endnotes

Creating a footnote

- ♦ Modifying the number or symbol for the footnote

*Creating the endnote & endnote options
Using document fields
Creating Columns
Using Hyperlinks
Creating Watermarks*