

WORKING WITH LONG DOCUMENTS IN WORD - BITE SIZED

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Tips for Navigating Long Documents

- ▶ Browsing Techniques
- ▶ Using the Navigation Pane

Working with Styles

- ▶ Applying Quick Styles
- ▶ Modifying Styles
- ▶ Creating New Styles
- ▶ Applying Styles to a Document

Sections & Section Breaks

- ▶ Structuring Documents with Page Breaks
 - Hard Page Breaks
 - Soft Page Breaks
- ▶ Creating & Deleting Section Breaks
- ▶ Different Page Layouts & Margins
- ▶ Multiple Page Numbers, Headers & Footers

Referencing Tools

- ▶ Working with Bookmarks
- ▶ Inserting & Deleting Cross-references
- ▶ Footnotes & Endnotes
- ▶ Creating & Deleting a Table of Contents
- ▶ Updating a Table of Contents
- ▶ Marking Index Entries
- ▶ Creating & Updating a Document Index

Course Duration: 1/2 Day

Price Per Day: £695

(For any 2 Bite Sized courses)

Suitable For:

Those who are working with Word and need to create long documents such as reports, procedures, user guides and proposals.

Learning Outcomes:

By the end of the course delegates will be able to set up documents that include varied layouts, navigate long documents, and use styles to maintain consistent formats within a document, as well as create Tables of Contents and Indexes.

Prerequisite Skills:

Delegates attending this course should be able to create documents which include different page setups and be confident in formatting, navigating and viewing documents.