



Word 2016 © Long Documents



caring, flexible, professional

Duration: 1 morning

TARGET AUDIENCE

This half-day course is ideal for people who work with long documents or booklet preparation and need to learn about how to have consistency throughout their document.

LEARNING OUTCOMES

Existing skills and knowledge are enhanced by covering topics relating to long document preparation.

Formatting Techniques

Creating First Line Indents and Hanging Indents
Inserting Right Indents
Understanding Pagination
Widow and Orphan Control
Keeping with Next
Keeping lines together
Page Break before
Hyphenation
Hiding Text
Creating and using Drop Caps
Inserting Returns and Removing Returns
Format Revealing

Page Techniques

Inserting a Cover Page + a Blank Cover Page
Inserting and Creating a Watermark
Removing a Watermark + Page Colours
Applying a Page Border
Applying Lines to a Page

Building Blocks

Understanding Building Blocks
Inserting and Creating a Building Block
Saving Building Blocks
Inserting Quick Parts
Editing and Deleting Building Blocks
Saving Building Blocks to a Template
AutoText versus Quick Parts

Styles

Understanding Styles
Applying Styles to Paragraphs and to Text
Creating a Quick Style
Creating a Paragraph Style and Character Style
Applying Custom Styles

Table of Contents

Understanding Tables of Contents
Inserting a Built-In Table of Contents
Navigating with a Table of Contents
Updating Page Numbers and Table of Contents
Customising and Formatting a Table of Contents

Indexing

Understanding Indexing
Marking Index Entries
Creating an AutoMark File
Marking Index Entries with an AutoMark File
Removing Marked Entries
Generating an Index
Modifying the Index Format
Updating an Index

Sections

Understanding Sections
Inserting a Next Page Break, Continuous Break
Inserting Even and Odd Page Breaks

Headers and Footers

Understanding Headers and Footers
Quick Headers and Footers
Creating a Blank Header
Creating a Blank Footer
Switching Between Headers and Footers
Editing Headers and Footers
Adding Page Numbering
Adding Date Information
Adding Document Information
Formatting Headers and Footers

Bookmarks

Creating and Deleting Bookmarks
Navigating with Bookmarks

Master Documents

Creating Master Documents and Subdocuments
Changing Master Documents Views
Inserting Subdocuments + Master Documents
Formatting and Restructuring a Master Document
Editing and Merging Subdocuments
Deleting and Unlinking Subdocuments

Duration: Half day

Cost: \$220 Class size: 10 Times: 9am to 1pm

Where to from here: Word Advanced