Using Word 2016 for
Long Documents
contextualised for schools
COURSE OUTLINE

SUTHERLAND TRAINING

caring, flexible, professional

Target Audience

This course is designed for those who have mastered the basics of Word but need to know specific functions when working with long documents. Long documents include booklets, course manuals, lengthy reports etc. or any longer documents that need to present with a professional feel.

Level

Intermediate

Delivery mode

Virtual over Zoom

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with **all** the topics this is not the right course for you	**Not suitable**
If you read through this outline and are familiar with some or no topics then this is the right course for you.	**Suitable**
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	**Unsure**

Course outline

This course covers the following topics:

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

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

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

Building Blocks
Understanding Building Blocks
Using the Building Blocks Organiser
Creating Quick Parts
Saving Building Blocks
Using and Editing Quick Parts
Deleting Quick Parts
Creating Template Specific Building Blocks
AutoText versus Quick Parts

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
Inserting a Table of Contents
Navigating with a Table of Contents
Updating Page Numbers and Table of Contents
Customising and Formatting a Table of Contents

Adding Document Information
Formatting Headers and Footers

Bookmarks
Creating Bookmarks
Navigating with Bookmarks
Deleting bookmarks

Master Documents
Understanding sub documents
Creating a Master Documents and Subdocuments
Working with Master Documents Views
Inserting Subdocuments
Formatting a master document
Editing subdocuments
Merging and splitting subdocuments
Deleting subdocuments
Building a Table of Contents
Printing a Master document

Duration
6 hours – 9am to 3:30pm