

## Word 2002: Long Documents in Word (1 day)

A one day course aimed at those who are looking to produce longer documents with a more professional look. If in doubt we would recommend that you consult the detail below or a course tutor.

Areas covered include –

### **Production (xpwf)**

Overview: working with pages, headers and footers, lists, bullets and shading.

*Includes - Working with Sections, Changing margins, Setting Orientation, Creating Gutters, Working with multiple pages, Changing the Default page, Setting the page size, Using headers and footers, Using the Header and Footer toolbar, Creating multiple headers and footers in one document, Applying Bulleted Lists, To remove bullets, Change the Type of bullet, Positioning indentation and text position, Applying Numbered Lists, Removing numbered lists, Changing Numbered Lists, Restart Numbered Lists, Using borders, Creating borders, Using Shading, Creating Shading*

### **Print (xpwf)**

Overview: How to print out part or all of a document.

*Includes - Using the Print Preview, Printing odd or even pages, Selecting the number of copies, Selecting pages to print*

### **Templates (xpwi)**

Overview: Creating a standard document that you can use again and again.

*Includes - Using Templates, Accessing Library Templates, Accessing Microsoft Templates, Using the Normal Template, Creating a Template from an existing document, Selecting a Template from the Templates dialog box, Modifying a Template, Using Global Templates, Using Styles, Creating Paragraph Styles, Applying Styles, Modifying Styles, Organizing Styles*

### **Tables (xpwi)**

Overview: Modifying tables in word, creating charts and performing calculations.

*Includes - Merging Cells in a Table, Sorting Data, Performing Calculations, Creating a Chart based on Table Data, Modifying a Chart based on Table Data, Converting Tabbed Text into a Table, Opening an Excel Table, Linking Excel Data in a Table*

### **References (xpwa)**

Overview: Changing document information and using footnotes, endnotes and captions.

*Includes - Referencing Document Information, Inserting Bookmarks, Using Footnotes and Endnotes, Inserting Footnotes, Inserting Endnotes, Adding Captions, Creating Cross-References*

### **Preparation (xpwa)**

Overview: Creating longer more complicated documents with tables of contents, etc.

*Includes - Setting Book Margins, Using the Header and Footer Toolbar, Customizing Headers and Footers, Compiling a Table of Contents, Indexing the Document, Using Master Documents, Using the Master Document Tools, Creating a Master Document*