

Refine-IT

Course Outline Word 2000 - Long Documents Part I

Overview and Goals - to be able to work with advanced word features and manipulate long documents.

Course Objectives - to understand how to work with tabs and indents, use styles to format documents quickly, track changes in a document, work with headers and footers, working with outline mode and inserting different page layouts in a document.

Who Should Attend - users with experience of Windows and using a mouse. They must also have practical experience of using Word

Duration- half day

Indents

- Generating Indents using the Ruler
- Using the Format Menu, Paragraph Option

Tabs

- Generating Tabs using the Ruler
- Using the Format Menu, Tabs Option
- Tabs with Leader Dots

Styles

- Applying Styles
- Creating New Styles
- Modify Existing Styles
- Delete Styles
- Rename Styles
- Assigning Shortcut Keys
- Styles Organizer

Sections

- Inserting Different Page Layouts

Outline Mode

- Outline Numbering
- Changing to Outline View
- Entering Data in Outline View
- Promoting and Demoting Text
- Moving Text

Tracking Changes

- Inserting Comments
- Deleting Comments
- Tracking Changes
- Changing the Format of Tracked Changes
- Hiding Revisions on Screen

Headers and Footers

- Inserting a Header/Footer
- Unique Headers and Footers
- Begin Header and Footer on 2nd Page
- Display/Hide Page Numbering on 1st Page
- Change Page Number Format
- Repaginate Documents



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Excel, Project, Access, PowerPoint, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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