

Course Outline Word 2000 - Long Documents Part II

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

Course Objectives - to insert footnotes, endnotes, bookmarks and captions, generating and Index and Table of Contents, insert and manipulate columns and working with master documents.

Who Should Attend - users with experience of Windows and using a mouse. Delegates must have attended a Word Introduction and a Long Documents Part I Course.

Duration- half day

Columns

- Inserting Multiple Columns
- Inserting Lines Between Columns
- Inserting Column Breaks

Footnotes

- Inserting Footnotes
- Changing Footnote Formats
- Deleting Footnotes
- Moving/Copying
- Restart Footnote Numbering
- Converting Footnotes to Endnotes

Endnotes

- Inserting Endnotes
- Deleting Endnotes

Bookmarks

- Adding Bookmarks
- Removing Bookmarks
- Displaying Bookmarks

Forms

- Creating and Saving Forms
- Using Forms

Templates

- Creating a Template
- Saving and Opening a Template

Watermarks

Master Documents

- Hyperlinks
- Creating Master Documents
- Understanding Sub Documents
- Re-arrange Sub Documents
- Split a Sub Document in Two
- Combine Sub Documents
- Remove a Sub Document

Index and TOC

- Mark Index Entries
- Generate an Index
- Format Index Entries
- Change or Delete Index Entries
- Update an Index After Making Changes
- Delete an Index
- Creating a Table of Contents
- Update a Table of Contents
- Delete a Table of Contents
- Build a Concordance File



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