

Course Outline Word 2002 - 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 Organiser

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

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