

Refine-IT

Course Outline Word 2002 - 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

Watermarks

Templates

Creating a Template
Saving and Opening a Template

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

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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