



Microsoft Word – Long Documents

One-Day Course

Windows

Course Overview:

This course is designed for people who will be creating long documents using Microsoft Word. Topics to be covered include: advanced styles, table of contents, bookmarks, indexes, inserting graphics, generating tables of figures, using fields, creating templates and creating simple macros. Intermediate/Advanced Word is a definite prerequisite for this class. Everyone attending must have a good working knowledge of character and paragraph formatting, creating tables and creating basic paragraph styles.

Course Content:

- Creating, applying, modifying and copying styles
- Creating shortcut keys for styles
- Creating a table style
- Restrict formatting to be applied to a document
- Entering field codes to create variable entries
- Generating a Table of Contents
- Creating an index
- Inserting a cross-reference
- Creating a bookmark
- Adding hyperlinks to document items, other documents or other applications
- Inserting and formatting images
- Linking vs embedding images
- Using captions with figures
- Generating a table of figures
- Generating a PDF file from a Word document
- Saving a Document as a template
- Accessing a copy of a template file and deleting a template
- Creating and running a simple macro to eliminate repetitive actions
- Creating a keyboard equivalent and toolbar button for a macro