

Advanced Course – Working with Long Documents

Course Outline

Recap of “Intermediate Level” Course

- Revision exercise

Working with Styles

- Applying a style
- Creating and modifying a style
- Managing styles
- Using Outline View

Handling Long Documents

- Working with multiple pages
- Inserting section breaks
- Create a table of contents
- Create Indexes
- Insert captions
- Insert footnotes/endnotes
- Work with a master document

Inserting Links

- Bookmarks
- Hyperlinks
- Cross referencing

Is this the right level for you?

This course will be beneficial to delegates who are experienced users of Word who wish to develop further skills using Word’s advanced features, especially those around long document handling. This course will be suitable for you if you have attended an “Intermediate Level” Word course or gained similar knowledge in the workplace.

What will you be able to do?

You will learn how to format your document instantly using styles, insert a table of contents, index and insert links to different areas of your document.

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Booking Details

Email: training@firstpointconsultants.co.uk

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Website: www.firstpointconsultants.co.uk

Duration

3 hours tuition

Course Reference

FCP/Word 2013/Advanced/HD01