



RTO Number: 40732

Australian NIT College Pty Ltd
trading as
Swan Institute Australia



CRICOS Provider Code: 03376K

Word Advanced – Long Documents

Course Aims

The aim of this course is to introduce you to more of Word's many features, including styles, complex headers and footers, outlining, tables and references.

Learning Outcomes

Upon completion of this course the participant will be able:

- ❖ Use Styles effectively to speed up formatting tasks
- ❖ Apply paragraph numbering and outline levels to paragraphs
- ❖ Create Tables and references including Table of Contents, Indexes and Cross References

Course Content

Styles

Styles
 Quick Styles Gallery
 Using the Styles Inspector
 Creating a Style
 Creating a New Style By Example
 Creating a New Style through the Styles Window
 Assigning a Shortcut Key
 Applying Styles to Paragraphs
 Using the Shortcut Keys
 Modifying Styles
 Deleting Styles

Complex Headers And Footers

Headers And Footers
 Setting Up The Sections
 Creating a Different First Page Header or Footer
 Odd and Even Page Headers or Footers
 Adding Different Headers and Footers in Different Parts of A Document

Outline

What is Outline?
 Outline View
 The Outline Ribbon
 Applying Heading Styles using the Outline options
 Viewing Your Document in Outline View
 Reorganising Your Document using the Outline icons
 Changing Heading Text back to Normal Text
 Creating Numbered Headings

Master And Sub-Documents

Inserting a Sub-Document
 Opening a Sub-Document from Within the Master Document
 Locking a Sub-Document
 Removing a Sub-Document

Tables And References

Table of Contents
 Creating a Table of Contents Using Heading Styles
 Using Custom Styles in a Table of Contents
 Creating TC Field Codes
 Removing a Table of Contents
 Creating a Table of Contents using Heading Styles and {TC} Fields
 Updating A Table Of Contents
 Indexes
 Creating An Index Using A Concordance File
 Creating An Index Using Mark Entry
 Generating an Index
 Cross References
 Creating a Cross-Reference to a Numbered Item
 Footnotes
 Footnotes vs Endnotes
 Inserting a Footnote
 Editing a Footnote
 Inserting an End Note

Course Duration

One Day 9:00am To 4:00pm