



*Please note that this outline is only intended as a guide and that any event can be customised to suit you.*

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## ***Working with Long Documents (1 day)***

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### ***Aim***

To raise awareness of the facilities for handling long documents, (such as technical reports).

To develop the skills needed to create a document structure so that it is easy to manage or change later on.

### ***Prerequisites***

This module assumes a good working knowledge of Word and a reasonable typing speed. A knowledge of Word styles would also be a distinct advantage.

### ***Content***

- **Functional overview** – what features are available for handling long documents such as technical reports?
- **Useful views** – working with the outline view and document map
- **Using section breaks** – how to divide a document into logical independent sections
- **Headers and footers** – how to set them up independently for each section, (e.g. with different appearance, information or field formatting)
- **Working with fields** – overview of their function and use, revealing field codes, practice using fields such as page no, file name and style ref
- **Creating a table of contents** – ensuring that heading styles have been correctly applied, applying a table of contents style, customising options and updating the list
- **Creating an index entry** – selecting words to add, creating and customising the table, updating the table
- **Using cross references and footnotes** – how to insert them, change them and delete them
- **Section and list numbering** – how to set up suitable styles and apply them, renumbering sections and lists, how to correct numbering problems
- **Printing** – how to print a page or range of pages within a section