



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

solutions@ttswb.co.uk
http://www.ttswb.co.uk
tel : (0117) 9022845

VAT reg No : 691 6021 39

Total Training Solutions
South West Ltd is Registered in
England, No. 5190199

Working with Long Documents (1 day)

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