

MS Word 97 for Windows Long Documents

One-Day Course

Course Aims

This course covers the Word features that make creating and editing longer documents more manageable. The course is entirely "hands-on" so trainees will receive practical experience of using the features covered. On completion of the course, trainees will be able to create documents using styles and templates, use Outline view, create an index, table of contents and other cross-references and work with master and subdocuments.

Course Outline

Styles

- *Pre-set Styles; Automatic Headings*
- *Creating Styles; Modifying Styles*
- *Assigning Styles to Shortcut Keys*
- *Organising your Styles; SpeedKeys*
- *The Style Gallery; AutoFormat*

Templates

- *Using a Template; Creating a New Template*
- *Using a Template Wizard*
- *Attaching another Template to an Existing Document*
- *Attaching another Template to an Existing Document*

Section, Document and Column Formatting

- *Creating a New Section; Formatting Text into Columns*
- *Changing the Widths of the Columns*
- *Adding Lines between Columns; Document Formatting*

Fields

- *What are Fields?; Inserting Fields*
- *Viewing Field Results or Codes*
- *Useful Fields; Field Instructions*

Page Numbering and Headers and Footers

- *Numbering Pages*
- *Page Layout View*
- *Controlling the Appearance of Page Numbers*
- *Changing the Starting Page Number*
- *Headers and Footers*
- *Inserting a Header or Footer*
- *Using Fields in Headers and Footers*
- *Controlling Page Numbers in a Header or Footer*
- *Deleting Page Numbers; Linking to the Previous Section*
- *Odd and Even Headers and Footers; Different First Page*

Target Audience

Users with some knowledge of Word that need to set up and edit long documents in MS Word 97

Assumed Knowledge

Familiarity with the basic features of MS Word, gained either from the workplace or through attendance on an

Outlining

- *Creating an Outline*
- *Collapsing and Expanding an Outline*
- *Numbering an Outline; Printing an Outline Document*
- *Printing Headings only of an Outline Document*
- *The Document Map*

Table of Contents and Indexes

- *Creating a Table of Contents*
- *Creating an Index; Using a Concordance File*

Cross References and Bookmarks

- *Creating a Bookmark; Going to a Bookmark*
- *Inserting a Cross-Reference using a Bookmark*
- *Inserting Cross-References using Heading Text*
- *Creating Hyperlinks with Bookmarks*

Comments, Revisions and Footnotes

- *Inserting a Comment; Deleting Comments*
- *Revisions; Enabling the Revisions Facility*
- *Accepting or Rejecting Revisions*
- *Inserting and Editing Footnotes/Endnotes*

Master Documents

- *Understanding Master Documents*
- *Creating Master Documents*
- *Editing Sub-documents*
- *Locking/Unlocking a Master Document*
- *Renaming or Moving Sub-documents*
- *Splitting and Merging Sub-documents*
- *Rearranging Subdocuments; Removing Subdocuments; Printing Master Documents*

Appendix - Speedkeys Used with Fields

