

MICROSOFT WORD

2019/365 LEVEL 3

Course Code: WO19L3 | Duration: 1 Day



COURSE AIMS:

This course is aimed at people who want to begin using Microsoft Word as a desk-top publishing tool in order to create more complex documents and carry out some basic automation.

COURSE PRE-REQUISITES:

Students who wish to attend this course must have a good knowledge of Word, including table design, paragraph formatting and automatic numbering of lists.

COURSE OBJECTIVES:

On completion of this course delegates will be able to:

- Pre-store formatting using styles and apply styles to text
- Format different parts of a document using section breaks
- Work with long documents using outline view, document map and inserting summary information
- Mark specific parts of a document with bookmarks and cross references
- Insert a footnote and endnote into a document
- Generate a table of contents and index
- Create standard documents using templates and forms

COURSE CONTENT:

Introduction and Objectives

Using Styles

- Using built-in 'Quick Styles'
- Viewing the styles list
- Creating and applying custom paragraph styles
- Creating and applying custom character styles
- Revealing styles in draft view
- Modifying existing styles
- Reverting to the normal style
- Deleting a style
- Copying styles to other documents

Using Outline View

- Understanding outline levels
- Applying outline levels to paragraphs
- Working in outline view

Advanced Paragraph Formatting

- Using text flow options
- Entering and inserting summary information
- Using auto summarise

Using Bookmarks

- Inserting and deleting bookmarks in a document
- Using bookmarks for cross-references and hyperlinks

Using Footnotes and Endnotes

- Adding automatically numbered footnote annotations
- Editing and deleting footnote annotations
- Adding automatically numbered endnote annotations

- Collapsing and expanding outline headings
- Moving an outline level
- Auto numbering outline levels
- Viewing the document navigation pane

Creating a Table of Contents

- Inserting a table of contents into a document
- Updating a table of contents
- Modifying table of content styles
- Replacing and removing a table of contents

Using Section Breaks

- Understanding section breaks
- Inserting a 'Next Page' section break
- Modifying document layout for a section
- Inserting a 'Continuous' section break
- Removing a section break
- Inserting automatic section breaks
- Modifying a section type
- Changing the header and footer for a document section

Creating an Index

- Marking a document with index entries
- Generating and updating an automatic index

Using Templates and Wizards

- Using built-in or online templates
- Creating a custom template
- Modifying a custom template
- Deleting a custom template

Using Forms

- Creating content controls
- Text controls
- Combo control
- Check control
- Date picker control
- Using Word 'Legacy' controls
- Protecting a form
- Unprotecting and editing a form
- Printing a form

Action Planning

Review of Programme

For more information
 Call: **0800 101 7101**
 Email: **info@keytraining.co.uk**

