

Word: Working with Long Documents

This instructor-led course presents the long document features of Word. Students will be introduced to Word features and the steps required to use the features correctly. The Learning Guide includes an exercise CD containing the exercise files used in class.

Course Length: 1 day**Prerequisites:** Basic knowledge of Word**What's in Word: Working with Long Documents?**

This course teaches students how to customize the Word workspace, incorporate worksheets and charts in documents, work with master documents and subdocuments, and share documents. This course also teaches you how to create tables of figures, footnotes, endnotes, bookmarks, cross-references, indexes, and tables of contents.

Why do I need Word: Working with Long Documents?

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of Word features.
- ✓ Provides hands-on experience using Word.

Course Outline**Lesson 1: Customizing the Workspace**

- ✓ Modifying Default Settings
- ✓ Working with Toolbars

Lesson 2: Using Worksheets in Documents

- ✓ Creating Worksheets
- ✓ Modifying Worksheets
- ✓ Inserting Existing Worksheets

Lesson 3: Using Charts in Documents

- ✓ Creating Charts
- ✓ Modifying Charts
- ✓ Importing Data into Charts

Lesson 4: Creating Tables of Documents

- ✓ Adding Captions
- ✓ Adding Tables of Figures
- ✓ Updating Tables

Lesson 5: Using Footnotes and Endnotes

- ✓ Creating Footnotes and Endnotes
- ✓ Editing Footnotes and Endnotes
- ✓ Customizing Footnotes and Endnotes
- ✓ Deleting Footnotes and Endnotes

Lesson 6: Using Hyperlinks

- ✓ Using Bookmarks
- ✓ Using Cross-references
- ✓ Removing Hyperlinks

Lesson 7: Creating Indexes

- ✓ Marking Index Entries
- ✓ Creating Index Cross-references
- ✓ Formatting and Compiling Indexes
- ✓ Updating Indexes

Lesson 8: Creating Tables of Contents

- ✓ Compiling Tables of Contents
- ✓ Updating Tables of Contents

Lesson 9: Using Master Documents

- ✓ Working with Master Documents
- ✓ Creating Master Document Cross-references
- ✓ Compiling Master Document Indexes and Table of Contents

Lesson 10: Sharing Documents

- ✓ Marking Documents for Review
- ✓ Protecting Documents
- ✓ Using Document Summaries