

Word 02/03 Working with Long Documents

Word 02/03 Working with Long Documents course details

Duration: 1 Day

you will learn to

- Change document layout and orientation
- Create, apply and modify a style
- Insert a table of contents
- Create an index entry and a cross reference
- Insert fields into your document
- Track changes made to your document
- Protect your document
- Manipulate large documents in Outline View

the next step

Eager to learn more? We recommend:

- 4008 Building Better Microsoft Office Word 2003 Documents in Less Time
- Word 02/03 Advanced

course dates

Visit www.TP3.com.au for our latest course schedule or call us on 1300 658 388.

This course will really benefit anyone who needs to create longer, more complex documents. You will also learn how to apply character and paragraph styles and to track changes in the document.

The learning process

Before the course

We recommend this course as the next step on from our Word Introduction program or for those with equivalent knowledge.

Our Training Needs Analysis survey is available to help you determine which level of training is most suitable for your level of experience with this application. To access this contact us on 1300 658 388.

Prior to commencing the training, we provide pre-course material to reflect on and align your learning outcomes to the course content.

During the course

You will learn to produce longer, more complex documents that require elements such as columns, varying layout views, a table of contents and an index. You will also learn how to apply a consistent look and feel to your documents.

After the course

This course includes an associated eLearning course, containing similar content to the course delivered in the classroom. After completing the course, you will now be able to refresh your knowledge by logging on to the relevant eLearning course.

We also provide post-course telephone support whenever you require it.

"I found the examples and tasks very practical and easy to follow. The manual is a good reference tool."

"It is clear that the instructor is well versed with the subject material. She kept the course moving along steadily but was well aware of how individuals were learning and never moved on until all were ready."

Word 02/03 Working with Long Documents course content

Creating Complex Layouts

- Inserting a section break
- Changing the page orientation
- Working with columns
- Deleting a section break
- Working with footnotes and endnotes

Using Styles

- Formatting text by using styles
- Modifying styles
- Creating new styles by example
- Creating a paragraph, character and table style

Reveal and Compare Formatting

- Reveal Formatting task pane
- Using Reveal Formatting
- Compare and copy Formatting

Table of Contents and Indexes

- Creating an index
- Updating and Deleting an index
- Display and style index entries
- Marking a subentry
- Cross-references
- Generating an index using the RD field

Fields

- Format Switches
- Inserting Fields and options
- The StyleRef Field
- The SEQ Field
- Cross References
- SET and REF Fields Using FILLIN Fields

Tracking Changes and Merging Documents

- Tracking changes
- Set documents up to track changes
- Protecting the document
- Review changes
- Accepting and Rejecting changes
- Compare and merge documents

Working in Outline View

- Expanding and collapsing sections
- Promoting and demoting headings
- Moving sections in outline view
- Creating and printing in outline view
- Automatic heading numbering
- Customising and removing heading numbering

Customising this course for your business

TP3 can provide a range of consulting services to better meet your business needs, including closed courses for your organisation, customised course material relevant to your industry and requirements, and blended learning solutions.

Training needs analysis

To ensure participants are booked onto the correct Desktop programs, we offer a survey tool that will align participants to the correct course for their needs, based on their experience using an application. Your client manager will work closely with you to ensure that all staff are booked onto the right programs and offer you the most suitable solution each time - whether this be public course training, group sessions, and any other alternate methods of delivery that could also work for you at the time - such as online learning or one-on-one coaching.

Prepare-learn-apply-measure

TP3 has led the way in measuring return on investment for end-user applications training. We have developed and implemented our in-house Prepare-Learn-Apply-Measure (PLAM) system to provide our clients with return on investment information to assist them in gauging the success of our learning and development initiatives.

Prepare: Pre-work

Reflecting on and aligning learning outcomes.

Learn: During the course

Focusing on relevance to on-the-job outcomes.

Apply: Post-work

Action plans and post-work encourage follow up.

Measure: ROI

Calculate and report on some aspect of return on investment.

CPD points

Many professional institutions, industry bodies and associations require their members to undertake continuing professional development (CPD). This course may be recognised as contributing to your CPD. Please contact your professional institution to find out more.

Employability skills for nationally recognised training

A summary of the employability skills developed through qualifications can be downloaded from <http://employabilityskills.training.com.au>

For more information on this course, or to view the latest course schedule, visit our website www.TP3.com.au or call us on 1300 658 388.