WORD
Long Documents

ON COURSE TRAINING

About this course

This advanced level course looks at all the key elements required when creating long and complicated documents such as manuals and reports.

You will learn how to work with styles to ensure consistent formatting and easier navigation, as well as making numbering, or creating a Table of Contents, simpler and quicker.

This course also teaches section breaks to customise page numbers and allow individual headers/ footers for different pages.

What you'll learn

Paragraph options
- Page break before
- Break across page
- First & last lines
- Keep with next
- Keep lines together

Styles
- Styles review
- Creating styles
- Modifying styles
- Numbering with styles

Table of contents
- Apply heading styles
- Create a TOC
- Change TOC formatting
- Update a TOC
- Remove a TOC

Bookmarks
- Defining bookmarks
- Using bookmarks
- Adding hyperlinks

Hyperlinks to navigate
- Hyperlink to bookmarks
- Hyperlink to headings

Views
- Draft view
- Outline view
- Navigation pane

Headers and footers
- Creating headers & footers
- Document information
- Date and time
- Page numbers

Sections
- Inserting section breaks
- Headers & footers in sections
- Page numbers in sections
- Creating a title page

Comments
- Inserting comments
- Replying to comments
- Show/hide comments
- Deleting comments

Get in touch

fiona@oncourse.im ✉

07624 344304 📞

www.oncourse.im 💻

Level — Advanced

Duration — One Day

Versions — 2016/2019 Office 365