Corporate Training Solutions Australia

Word Advanced
Managing Large Documents

Overview:

This course focuses on producing more complex documents and includes key aspects such as creating a table of contents, indexing, creating cover pages and other building blocks, and document automation through the use of fields.

Prerequisites:

Students should have completed the Word Intermediate or have equivalent level of knowledge with Microsoft Word .

Who should attend:

The course is designed for Word users who need to work with larger, structured documents such as reports.

Benefits:

At the completion of the course participants will be able to:
• Manage large documents with multiple section breaks
• Save building blocks, cover pages and other reusable content
• Automate documents using fields
• Add table of contents and index

Learning Outcomes:

• Create and use document Quick Parts
• Understand and use Section Breaks in a document
• Add Footnotes, Endnotes and Cross References
• Automate and streamline documents using a variety of Word Fields
• Add Table of Contents and Index fields
• Learn how to use Master Document
• Collaborate on documents using Track Changes
• Manage Track Changes
• Add Document Protection

Version(s):

2013, 2016, 2019

1 day

Course times:

9:00am-4:30pm

$ 440.00

To book this course:

Call: 1300-2-GO-CTS

Web: www.ctstraining.com.au
Email: info@ctstraining.com.au

Certificate of Attendance
Non-accredited course

Content:

Quick Parts

- Creating and Using AutoText entries
- Using Document Properties
- Building Blocks
- Saving to the Quick Part Gallery
- Using the Building Blocks organizer
- Cover Pages
- Divider Pages

Sections

- Creating Sections
- Working with Sections
- Section Formatting
- Linking Sections
- Copying a Section
- Saving a Section

Footnotes and Endnotes

- Use notes
- Insert notes
- Set note options
- View notes
- Browse notes
- Move and copy notes
- Delete a note

Bookmarks & References

- Using a bookmark
- Create a bookmark
- View bookmarks
- Browse through bookmarks
- Delete a bookmark
- Cross References

Fields

- Field Code syntax and switches
- Inserting a field
- Using Fields in a document
- Displaying field codes
- Fill-in field codes
- Ask field codes
- Ref field codes
- Updating Field codes
- Converting Fields to text
- Locking and Unlocking Field Codes

Table of Contents

- Use a table of contents
- Generate a table of contents
- Use custom styles
- View the TOC field code
- Update a table of contents
- Insert TC field codes
- Use TC fields

Index

- Mark entries for an index
- Use sublevels and cross-references
- Create an index using a concordance file
- Update an index

Master Document

- Use a master document
- Inserting subdocuments
- Collapse/Expand subdocuments
- Open subdocuments
- Convert a subdocument into part of the master document

Track Changes

- Enable change tracking
- Set tracking options
- Disable change tracking
- Review tracked changes
- Accept/Reject all changes

Protecting Documents

- Making A Document Read Only
- Working With A Read Only Document
- Restricting Formatting
- Using A Document Restricting Editing
- Making Exceptions
- Stopping Protection