

Training Course Specification

Course: Word For Long documents (versions 2007 to 2016)

Duration: 3 Hours

Aims and objectives of the workshop:

This course is designed for users of Word who want to use word to product long documents that contain items such as a table of contents

At the end of the course delegates will feel confident about using the programme to produce professional looking documents such as bids, tenders or books.

Who should attend:

Word users concerned with long and/or complex documents.

Experience needed:

Delegates should have a good grounding in Word (any version) and be familiar with most character and paragraph formatting features.

¹Course Contents

- Using simple Numbered and Bulleted lists
- Using and understanding Headings and Styles
- Using and understanding multi-level/outline numbering e.g. 1) 1.1, 1.2, a) b)
- Creating a Table of Contents.
- Editing a Table of Contents.
- Splitting a document into sections
- Changing Headers and Footers throughout a document
- Creating templates

¹ You can choose from the list to create your own course