



# Microsoft Word Working Inside Long Documents

Participants on this Microsoft Word – Working Inside Long Documents half day course will learn the best ways to work with long documents in Word. You will explore the advantages of using Comparing and Combining Documents to create and modify your documents in conjunction with Table of Figures, Adding Indexes and Creating Cross-references.

The course assumes a good knowledge of Word. The course is suitable for participants who are creating moderately complex documents, those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Advanced**

Duration: **Half Day**

Class Size: **10 students** (max)

## Course Content

### Adding Headers & Footers

- Adding Headers and Footers
- Page Numbering Options
- Using Headers and Footers with Section Breaks
- Different First Page Options

### Adding an Index

- Marking Index Entries
- Using a Concordance File
- Building an Index
- Index Styles
- Modifying the Index

### Comparing and Combining Documents

- Using Legal Blackline
- Combining Documents
- Dealing with Version Control

### Table of Figures

- Inserting Captions for Graphics
- Adding a Table of Figures

### Creating Cross-references

- Creating Cross-references
- Updating Cross-references



*Excellent course content and very easy to follow.*

*Trainer made learning and example simply and easy to follow.*

J. Fitzpatrick