



# Microsoft Word Dealing with Long Documents

Participants on this half day Microsoft Word – Dealing with Long Documents course will learn the best ways to work with long documents in Word. You will explore the advantages of using Outlining to create and modify your documents before moving on to work with Tables of Contents and Sections.

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: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Using Styles

- Advantages of Using Styles
- Formatting Efficiently with Styles
- Using the Style Gallery
- Modifying Styles
- Built in vs User Defined Styles

### Table of Contents

- How Styles work with a TOC
- Creating a Table of Contents
- TOC Options
- Modifying a TOC
- Navigating using a TOC
- How a TOC works with PDF

### Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Deleting Section Breaks

### Outlining

- Using the Navigation Pane
- Creating documents using Outline View
- Working with Outline View
- Promoting and Demoting Content



***Our training consultant went above and beyond with our training, teaching additional things outside of the outlined course.***

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