

# Microsoft Word Level Three

## Long & Complex Documents

One Day 8am to 12.30pm | \$295+GST per person | Maximum 2 in the class

The aim of Level Three is to teach participants how to create the components of a large complex document. That includes how to work with styles, how to create a table of content at the front of the document, an index at the back of the document, varying headers and footers, and varying page setup in sections, captions, cross references, multi-level lists, captions, footnotes and endnotes. Participants must be completely conversant with the material covered in the Word Level One Course, and Level Two would be an advantage.

### COURSE CONTENT

#### STYLES

<input type="checkbox"/> SETTING STYLES AREA PANE	<input type="checkbox"/> STYLES & THE NAVIGATION PANE
<input type="checkbox"/> STYLES TASK PANE	<input type="checkbox"/> CUSTOMISING THE STYLES TASK PANE
<input type="checkbox"/> APPLYING STYLES	<input type="checkbox"/> MANAGE STYLES - RECOMMENDED STYLES LIST
<input type="checkbox"/> MANAGE STYLE DEFAULTS	<input type="checkbox"/> MODIFY STYLES
<input type="checkbox"/> CREATING NEW STYLES	<input type="checkbox"/> FIND ALL INSTANCES & REPLACE
<input type="checkbox"/> UPDATE STYLE TO MATCH SELECTION	<input type="checkbox"/> PRINT STYLES

#### INDEX

<input type="checkbox"/> CREATE THE INDEX FILE & AUTOMARK ENTRIES	<input type="checkbox"/> INSERT, MODIFY & UPDATE INDEX
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#### TABLE of CONTENTS

<input type="checkbox"/> CREATE & MODIFY TABLE OF CONTENTS	<input type="checkbox"/> UPDATE TABLE OF CONTENT & FIELD SHADING
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#### SECTIONS

<input type="checkbox"/> INSERTING & VIEWING SECTION BREAKS	<input type="checkbox"/> NAVIGATING, REMOVING & MODIFYING BREAKS
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#### HEADERS and FOOTERS & TITLE PAGE

<input type="checkbox"/> CREATE VARYING HEADERS	<input type="checkbox"/> CREATING VARYING FOOTERS
<input type="checkbox"/> ALIGN TEXT VERTICALLY	<input type="checkbox"/> PAGE BORDERS AND COLOUR

#### FOOTNOTES AND ENDNOTES

<input type="checkbox"/> INSERTING FOOTNOTES & ENDNOTES	<input type="checkbox"/> CUSTOMISING FOOTNOTES OR ENDNOTES
<input type="checkbox"/> DELETING, MOVING FOOTNOTES & ENDNOTES	<input type="checkbox"/> COPY & NAVIGATE FOOTNOTES & ENDNOTES

#### CAPTIONS and a TABLE of FIGURES

<input type="checkbox"/> INSERT A TABLE OF FIGURES	<input type="checkbox"/> UPDATE TABLE OF FIGURES
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#### CROSS REFERENCES

<input type="checkbox"/> CROSS REFERENCE STYLES, CAPTIONS ETC	<input type="checkbox"/> UPDATE & NAVIGATE REFERENCES
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#### BOOKMARKS

<input type="checkbox"/> CREATE, MOVE AND REMOVE BOOKMARKS	
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#### MULTILEVEL LISTS

<input type="checkbox"/> APPLY MULTILEVEL TO HEADINGS ONLY	<input type="checkbox"/> CUSTOMISING MULTILEVEL NUMBERING
<input type="checkbox"/> APPLY MULTILEVEL LIST TO ALL PARAGRAPHS	<input type="checkbox"/> CREATE MULTILEVEL LIST AS YOU TYPE

#### TRACKING CHANGES

<input type="checkbox"/> USER NAMES & TRACK CHANGE OPTIONS	<input type="checkbox"/> START & STOP TRACK CHANGES
<input type="checkbox"/> THE REVIEW RIBBON & CHANGES BY REVIEWER	<input type="checkbox"/> PRINT TRACKED CHANGES
<input type="checkbox"/> ACCEPT OR REJECT CHANGE OPTIONS	<input type="checkbox"/> PROTECT SO ALL CHANGES ARE TRACKED
<input type="checkbox"/> COMPARE AND COMBINE DOCUMENTS	<input type="checkbox"/> SWITCH BETWEEN TRACK CHANGE VIEWS

#### COMMENTS

<input type="checkbox"/> INSERTING & REVIEW COMMENTS	<input type="checkbox"/> MOVE & PRINT COMMENTS
<input type="checkbox"/> PROTECT SO ONLY COMMENTS CAN BE MADE	

#### MASTER DOCUMENTS and SUBDOCUMENTS

<input type="checkbox"/> CREATE MASTER DOCUMENT	<input type="checkbox"/> CREATE SUBDOCUMENTS
<input type="checkbox"/> OPEN & LOCK SUBDOCUMENTS	<input type="checkbox"/> COLLAPSE AND EXPAND SUBDOCUMENTS

#### HYPERLINKS

<input type="checkbox"/> CREATING VARIOUS TYPES HYPERLINKS	<input type="checkbox"/> EDIT, NAVIGATE & REMOVE HYPERLINKS
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#### SHARING and SECURING DOCUMENTS

<input type="checkbox"/> DOCUMENT INSPECTOR	<input type="checkbox"/> MARKING DOCUMENTS AS FINAL
<input type="checkbox"/> SETTING PASSWORDS	<input type="checkbox"/> DIGITAL SIGNATURES

#### MACROS

<input type="checkbox"/> DEVELOPER TAB & MACROS SECURITY	<input type="checkbox"/> RECORD A MACRO
<input type="checkbox"/> RUN A MACRO	<input type="checkbox"/> ADD MACRO TO THE QUICK ACCESS TOOLBAR
<input type="checkbox"/> EDITING MACROS	<input type="checkbox"/> RUN MACRO USING SHORTCUT KEY

#### MICROSOFT WORD SHORTCUT KEYS