

Word 2000-2003 Long Documents

Duration: 1 Day

Course Overview:

In this course students will learn some of the more advanced features of Word 2000-2003. Students will learn to customize Microsoft Word workspace to make document creation more efficient. Students will also learn how to prepare long documents for printing. Long Documents such as reports and research papers frequently require such elements as footnotes, endnotes, table of contents, table of figures and creating indexes.

Students Learn To:

- Customize the Word 2000-2003 workspace to make document creation more efficient
- Create Excel worksheets in a Word Document
- Compile and update the table of contents
- Create and compile master document cross-references
- Insert, modify, and delete bookmarks, cross-references, endnotes, and footnotes

Who Should Attend: Students who want to learn the skills necessary for creating and editing large and/or complex Word documents..

Prerequisites: Windows 2000 or XP Introduction, Word 2000-2003 Introduction, and Word 2000-2003 Intermediate, or the equivalent knowledge of these courses. Students should be familiar with and have used Microsoft Word Styles.

Course Outline:

Customizing the Word Environment

Setting Default Options
Customizing Built-in Toolbars
Creating Toolbars
Customizing Menus
Resetting and Deleting Toolbars and Menus

Using Excel Worksheets in Word Documents

Creating Worksheets
Modifying Worksheets
Inserting Existing Worksheets

Navigating Long Documents

Browsing by Objects
Using the Go To Feature
Splitting the Document Window
Using the Document Map

Adding Navigational Aids

Creating and Using Bookmarks and Hyperlinks
Creating and Using Cross References

Creating Table of Figures

Adding Captions
Creating a Table of Figures
Updating a Table of Figures

Using Footnotes and Endnotes

Creating Footnotes and Endnotes
Editing Footnotes and Endnotes
Customizing Footnotes and Endnotes
Deleting Footnotes and Endnotes

Creating an Index

Marking Index Entries
Creating Index Cross-References
Formatting and Compiling an Index
Updating an Index

Creating Tables of Contents

Compiling a Table of Contents Using Built-in Heading Styles
Updating a Table of Contents
Compiling a Table of Contents Using Custom Styles

Using Master Documents

Creating a Master Document
Creating and Inserting Subdocuments
Editing Subdocuments
Creating a Master Document Table of Contents and Index

Working with Macros

Creating Macros
Running Macros
Editing Macros
Copying, Renaming, and Deleting Macros