

# 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