

# Managing Long Documents

## What do I need?

Learners should already have a working knowledge of Word, including how to create, edit, format and print documents. Learners should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

## Duration:

½ day

## Time:

9:00 – 13:00

## Who should attend?

This course targets individuals who desire to gain the skills necessary to create and manage long documents, such as manuals, tenders and contracts. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

## Format Document Content

- Apply Built-in Heading Styles
- Modify Built-in Heading Styles
- Create & Apply New Heading Styles
- Apply & Modify Outline Numbering

## Managing Documents

- Insert Page Breaks
- Insert Section Breaks
- Apply Different Headers & Footers
- Control Pagination
- Create Footnotes & Endnotes

## Table of Contents

- Insert & Delete a Table of Contents
- Modify Options & Settings in a Table of Contents
- Update a Table of Contents

## Table of Figures

- Insert Pictures
- Add Captions to Pictures
- Insert a Table of Figures
- Update a Table of Figures

## Master Documents

- Work in Outline View
- Create a Master Document
- Insert a Subdocument
- Collapse & Expand Subdocuments

## Track Changes

- Switch on Track Changes
- Adjust the Markup Appearance
- Save a Document Version with a Comment
- Use the Reviewing Pane to Accept/Reject Changes