



This advanced-level class is for experienced word processors who manage long or complex documents. You will automate tedious tasks like assembling a table of contents or index. You will also learn to handle messy details like creating footnotes or endnotes, tracking document changes, comparing different document versions, and cross-referencing items in a document. You will be introduced to master documents. Rather than typing a very long document as one document, you can type smaller sub-documents and later assemble them into a master document.

This is definitely a "work smarter, not harder" training opportunity. Take four hours to learn some useful, high-level word processing strategies that will save you hours of work in the long run.

Microsoft Office Word 2003 – Advanced Document Formatting is a 4-hour class.

PREREQUISITES

- Introduction to Windows or Equivalent Experience
- Microsoft Office Word 2003 Introduction
- Microsoft Office Word 2003 Intermediate
- Three months or more experience with Microsoft Word 2000

CONTENT

- Create default heading styles and use them to create a Table of Contents
- Edit a document and update the Table of Contents automatically
- Mark text items for an index and assemble the index
- Create an index using a concordance file
- Number paragraphs and change the paragraph numbering format
- Edit, move or delete numbered paragraphs
- Double-space numbered paragraphs
- Insert and view footnotes and endnotes
- Modify or delete footnotes and endnotes
- Convert footnotes to endnotes
- Track document revisions and accept or reject revisions
- Insert comments in a document
- Protect a document from changes
- Compare different versions of a document
- Use Hyperlink cross-references
- Create a master document
- Assemble a master document from a series of sub-documents

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