

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Microsoft Word Publications
Course Length:	1/2 day
Prerequisite:	Intermediate Word
Course Description:	This class give users the skills to effectively and efficiently control and manage long documents. Topics include creating and controlling complex headers and footers, managing document styles, creating indexes, tables of contents, and appendices, and managing subdocuments and master documents.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Preparing Subdocuments<ol style="list-style-type: none">1.1. Creating Section Headers and Footers1.2. Formatting the Subdocuments1.3. Applying Styles for Document Control1.4. Advanced Find and Replace1.5. Using Text Flow Options2. Preparing the Table of Contents<ol style="list-style-type: none">2.1. Formatting with Word Styles2.2. Formatting with Custom Styles2.3. Inserting TOC Field Codes2.4. Modifying TOC Field Codes2.5. Generating the Table of Contents2.6. Updating the Table of Contents3. Preparing the Index<ol style="list-style-type: none">3.1. Inserting Main Index Entries3.2. Inserting Sub Index Entries3.3. Cross Referencing Index Entries3.4. Modifying Index Field Codes3.5. Generating an Index3.6. Updating an Index4. Creating Master Documents<ol style="list-style-type: none">4.1. Working in Outline View4.2. Inserting Subdocuments4.3. Collapsing and Expanding Subdocuments4.4. Removing Subdocuments4.5. Editing the Master Document4.6. Controlling Master Document Sections4.7. Adding Appendices4.8. Finalizing the Publication