

Word: Advanced Document Design

COURSE DESCRIPTION

Building on the concepts and skills introduced in the Introduction to Word and Intermediate Word classes, this hands-on course focuses upon creating and revising large and complex documents and reports. Special attention is given to incorporating the following basic elements into these advanced documents: (a) footnotes and endnotes; (b) references and bibliographies; (c) tables of content; (d) indexes; and (e) cover pages. The class also addresses formatting reports and reports for printing and online distribution.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Navigate and view large documents
2. Use the outline view to create and revise documents
3. Add specialized sections and headers/footers to documents
4. Add footnotes and endnotes
5. Work with captions and tables of figures
6. Share and collaborate on documents
7. Review and track changes in documents
8. Format documents for printing and online distribution

COURSE INSTRUCTOR

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Course handouts are available at

https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Navigating and Viewing Advanced Documents

- Locating specific sections and text within large documents
- Using Views to display large documents

Managing Advanced Documents

- Linking multiple documents together
- Creating and modifying footnotes and endnotes
- Adding, modifying, and deleting sections
- Using bookmarks and cross-references

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Documenting and Indexing Sources within Documents

- Adding footnotes and endnotes
- Creating and revising tables of content
- Adding captions
- Creating indexes
- Inserting cover pages

Reviewing and Tracking Changes in Documents

- Using markup
- Adding comments
- Viewing and replying to comments
- Using Track Changes
- Accepting and rejecting changes

Sharing and Collaborating on Documents

- Sharing documents
- Collaborating on documents
- Protecting documents
- Comparing and combining multiple documents

Formatting Advanced Documents for Publication

- Running specialized Spelling & Grammar checks
- Checking for accessibility
- Adding document properties
- Using specialized Page Setup features
- Saving documents in alternate formats (e.g., PDF)