Word 2 : Reports, long documents and newsletters

For those who need to create or edit long documents and produce professional reports and newsletters that have a consistent and polished presentation. The course covers using Styles, document themes and Templates, images, diagrams and SmartArt.

Objectives

On completion of this course delegates will be able to:

- ✓ Create columns of data using tabs
- ✓ Store frequently used words and phrases as "Quick Parts"
- ✓ Create styles for headings, customise automated bullets and numbering, document consistency
- ✓ Create and edit Templates for document standardisation
- ✓ Use time savers to create a bank of reusable document parts
- ✓ Generate and edit an automatic Table of Contents
- ✓ Insert Graphics, Charts, Screenshots and Diagrams into documents
- ✓ Use Section and Page breaks to create different layouts within the same document
- ✓ Apply and edit complex Headers and Footers

Course Contents

Working with Paragraph settings and Tabs

- Setting Tabs
- Understanding tab types
- Editing and moving tabs
- Using tab leader dots to create tear off slips

Using "Quick Parts"

- Creating, Inserting and Deleting
- Quick Parts

Working with Lists

- Customising Numbered/Bulleted Lists
- Resetting Bullet/Number Styles
- Bulleting/Numbering a Multilevel List
- Using List Styles
- Sorting a List Alphabetically

Using Styles

- Revealing Styles
- Creating and Applying Character &
- Paragraph Styles
- Using the Quick Style Gallery
- Editing an Existing Style
- Clearing Formats & Styles
- Deleting a Style

Creating a Table of Contents

- Generating & Updating a Table of Contents

Templates

- Selecting an Existing Template
- Creating a Template
- Modifying a Template
- Deleting a Template

Working with AutoFormat

- Changing AutoFormat Options
- Using AutoFormat

Inserting Graphics

- Using the Insert Clip Art Task Pane
- Inserting & Formatting a Picture
- Creating & Formatting WordArt Objects
- Using Advanced Layout Options
- Creating Watermarks
- Photo editing

Using Charts & Diagrams

- Working with Microsoft Graph
- Creating a Chart
- Editing the Datasheet
- Importing Data

Inserting SmartArt Graphics

Screenshot facility

Working with Drawing Objects

- Creating a Drawing Object

- Formatting an Object
- Selecting & Moving Objects
- Working with and without the Drawing Canvas
- Using the Drawing Tools tab Using Newsletter-style Columns
- Creating Newsletter-style Columns
- Changing Column Width & Spacing
- Adding a Vertical Line between Columns
- Balancing Column Length

Using Find & Replace

- Navigation Pane
- Advanced Search
- Advanced Find and Replace

Using Section Breaks

- Working with Section Breaks
- Inserting a Next Page Break
- Formatting a Section
- Inserting a Continuous, Odd/Even Break
- Removing a Section Break
- Inserting Automatic Section
- Breaks
- Modifying a Section Break
- Changing the header/footer within sections