Word 2010 Level 2
Creating longer documents for print and online viewing
3 hours

Is this course for you?

The course covers the issues which arise when you are producing longer documents in Word, such as a report running over several pages.

Pre-requisites

The course assumes that delegates are familiar with:
>   basic Windows operations, such as using a mouse and opening and saving files
>   creating Word documents
>   selecting, inserting and editing text in Word and applying simple formatting

Course duration

3 hours, including a 15 minute break

Course objectives

At the end of the course, you will be able to create longer documents, setting up styles to ensure consistent formatting. You will know how to vary document layout using section breaks and how to plan a document in Outline view. You will be able to add cross references linking readers to information elsewhere in your document or on the web, and you will be aware of the issues you need to consider when preparing a document for online publication.

A handout covering the main course topics will be provided.

Create and use Styles to format text
>   What are styles?
>   Apply a style from the Quick Style gallery
>   Understand the importance of Heading styles
>   Modify a style
>   Create a new style
>   Add a style to the Quick Style gallery
>   Save styles in a template

Plan a document in Outline view
>   Display a document in Outline view
>   Add headings
>   Change heading level
>   Rearrange chapters in a document

Create a cross reference
>   Insert a hyperlink
>   Create a cross reference to another page
>   Update cross references

Use Sections to vary document layout
>   Add a section break
>   Change document layout within a section

Create Headers and Footers
>   Create a header
>   Format header text
>   Add information fields, such as page numbers and date of printing
>   Use Section Breaks to vary headers throughout a document

Create a Table of Contents (ToC)
>   Add a ToC to a document
>   Format a ToC
>   Update the ToC

Create a document for online viewing
>   Issues to consider when creating online documents
>   Add document properties
>   Use Word's Full Screen Reading View
>   Save a document as a pdf

This is a provisional course outline and may change