



Microsoft Word 2007 - Working with Long Documents

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Microsoft Word - Working with Long Documents is a 2-hour course is focused on teaching you the concepts required to work with long documents effectively. There are many Word tools that will help organize and reference text in documents. Students will learn to create a table of contents, a document index, footnotes, endnotes, cross-references and bookmarks.

Target Student: Anyone interested in acquiring skills necessary to work with long business documents using Microsoft Word.

Prerequisites: Before taking this course, you should have a basic understanding of Microsoft Word.

Delivery Method: Instructor-led, online-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, edit, and enhance long business documents with referencing tools.

Other Word 2007 Courses:

Microsoft Word - Level 1 Learn the basics of working with a Word document. Students will gain an understanding of creating basic business documents and working with document text.

Microsoft Word - Level 2 Students will take their knowledge of Word to the next level. Learn to work with longer documents and different document views. Students will also learn about collaboration tools and adding objects to documents.

Microsoft Word - Styles and Formatting Learn to work with Word styles to create consistent formatting that is easy to create and modify.

Microsoft Word - The Mail Merge Process Mail Merge is a great tool to use for creating large quantities of letters or labels. Students will learn the mail merge process to develop letters and labels to a list of different contacts. Students will also learn to work with different mail merge tools to help customize letters and labels.

Performance-Based Objectives

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

- Using Word's Outline View
- Creating a Table of Contents
- Modifying a Table of Contents
- Working with a Document Index
- Inserting Footnotes and Endnotes
- Using Cross-References
- Creating Bookmarks

