



Word writing large documents

Writing large documents with Word is not so easy. Many people say that creating a document over 100 pages long in Word is simply not possible. We say you can. You just need to know some tricks. In this course we will show you how to use styles and, more importantly, how to use them in large documents. Additionally, we will show you how to insert a table of contents and an index.

Course objective: See how easy it is to write large documents

Prerequisites: Good Word knowledge like you would learn in the Word tips and tricks course.

Length: 3.5 hours

Topics:

- Working with styles
 - Creating, editing and deleting styles
 - How to organize styles
 - Testing the existing styles
- Working with the outline feature
 - Demote and promote titles
 - Assigning chapter numbers
 - Adjusting the existing styles
- Pictures
 - Position the graphics
 - Text options
 - Adding a caption
 - Screenshots
 - Watermark