

**Objectives** This course shows delegates techniques which are useful when creating longer documents. Also covered are some more advanced features such as Mail Merge and Revision Marking.

**Prerequisites** Some experience in using/creating documents would be beneficial.

**Duration** 1 day

The topics covered on the course are,

## 1 Working with a Longer Document

- Features to make this easier

## 2 Using Sections

- Working with Different Section Types
- Creating a Running Header
- Creating a Footer which changes
- Re-setting the Page Number

## 3 Paragraph Styles

- Creating and Applying Styles
- Revising a Style
- Other Style Features

## 4 More Paragraph Features

- Spacing Before and After
- Keeping Text Together

## 5 Bullets and Numbering

- Creating a Simple List
- Customising Bullets & Numbers
- Multi-level Numbered Lists
- Using Styles with Multi-level Lists

## 6 Inserting Information

- Inserting the Date and Time
- Inserting Symbols
- Using Fields for Other Information

## 7 Table of Contents

- Creating a Table of Contents:
  - Using Built-in Styles
  - Using Custom Styles
- Formatting the Table of Contents

## 8 Creating an Index

- Marking Entries for an Index
- Generating the Index

## 9 Working with Pictures

- Importing a Picture File
- Manipulating a Picture
- Formatting a Picture
- Creating Drawing Objects
- Formatting Drawing Objects

## 10 Mail Merge

- Creating a Mail Merge Document
- Select Recipients
  - Using an Existing List
  - By Creating a New List
- Editing the Recipient List
- Building the Main Document
- Performing the Merge

## 11 Newspaper Columns

- Creating the Columns
- Formatting the Columns
- Other Column Features

## 12 Revision Marking

- Tracking Changes to a Document
- Tracking Options
- Accepting / Rejecting Changes