

Microsoft Word for Academics

All versions of Word

Advanced level

Description

This course is particularly for academics or writers who need tools to prepare formal documents. Features include document references, different layouts in the same document and different headers and footers, automatic numbering, styles and templates. Many shortcuts, tips and tricks are part of the course.

Duration

1 day

Outcomes

The aim of this course is to give the user tools for compiling long, complex documents.

Prerequisites

This course assumes that the delegate understands and uses the basic and intermediate features of Word on a daily basis.

Course content

Module 1: Document Referencing

Table of Contents

- Create using built-in table of content
- Create custom table of contents
- Update table of contents
- Modify TOC styles
- Apply custom styles to table of contents

Bookmarks

- Insert, Remove, Apply bookmarks

Cross References

- Insert using different options. (e.g. bookmarks, headings, paragraph list etc.)
- Apply cross reference
- Modify and update cross reference text

Captions and Table of Figures

- Apply and remove captions to graphics
- Create custom caption labels
- Create a table of figures
- Update table of figures

Footnotes & Endnotes

- Insert footnotes and endnotes
- Convert footnotes to endnotes and vice versa
- Use "Go to" to locate foot/end notes in a document
- Remove footnotes and endnotes

Index

- Mark entries
- Auto mark entries using a concordance file
- Create an index table
- Update an index table

Citations & Bibliography

- Select citation style
- Add citation source
- Modify /manage source
- Add placeholder
- Insert bibliography table
- Remove citation
- Update bibliography table

Table of Authorities

- Mark citation text for table of authorities
 - Insert table of authorities.
 - Remove citation text
 - Update table of authorities
- Add **Hyperlinks** to other documents and websites

Module 2: Formatting using styles

- Update a style
- Modify a style
- Create a new style

Module 3: Managing large documents

- The Navigation Pane
- Create Section Breaks
- Create a section header & footer

Module 4: Fields

- Understanding fields.
- Apply field codes
- Show/Hide field codes
- Update fields

Module 5: Track Changes

- Customise track change settings
- Enable track changes for document and different users
- Lock track changes
- Manage reviewing pane
- Review change options
- Accept and reject changes
- Disable track changes
- Insert comments