



Managing Long Documents

DESCRIPTION	Learn the features which make Word the leader in "long" document development. Features such as Styles, Galleries, Cross Referencing and much more, allow you to add "automation" to speed work flow and ensure meeting deadlines. Proper document structure and stability issues are stressed. Discussions on sharing documents with others and the proper way to set up precedents are included. A sample style template is provided.
WHO SHOULD ATTEND	Anyone using Word to produce long documents such as manuals, perspectives, etc.
PREREQUISITE	Participants should be comfortable with Word at a basic to intermediate level.
DURATION	1 day

Agenda

DAY ONE

HOW WORD STRUCTURES DOCUMENTS

Introduction to styles, direct formatting and templates – how structure affects automation and stability, "good vs bad" automation

WORD OPTIONS

Setting for stability and "good" automation

PAGE LAYOUT

Document & Section Formatting, using the page setup screen, using page breaks

Word Sections – understanding how they affect a document

Headers & Footers – creating simple and complex, page numbering

UNDERSTANDING FORMATTING

Understanding formatting options, using the styles & formatting task pane

THE STYLE ENVIRONMENT

Direct vs Styles, applying styles, using style task pane, style dialogue box, standard styles, using sample style template

Quick Styles – adding/removing in documents, creating and using style sets.

Managing styles – where is the organizer, using the style inspector (review formatting task pane)

BULLETS AND OUTLINE NUMBERING

Quick Number and Bullet Lists – why not format bullets and numbers, the importance of using styles, using, modifying sample styles, creating an outline

WORKING WITH TABLES

Creating and editing, formatting using styles, outline numbering in a table, troubleshooting

GRAPHIC ELEMENTS

Using, modifying and saving themes, using SmartArt, drawing tools and text boxes

REFERENCE TOOLS

Table of Contents using styles, creating an index or a Table of Authorities, Cross Referencing and Bookmarks, Footnotes and Endnotes – related issues

AUTOMATING USING DOCUMENT PARTS

Using Quick Parts, how are they defined, standards, using galleries to save cover pages, table of contents, etc.

SHARING FILES

Is my document compatible – checking for issues in lower versions, discussion on using Compatibility mode

Reviewing documents using Track Changes or Compare, security issues and how to manage

Dealing with Metadata, using PDF options, cleaning documents using built in stripper