Advanced Word Processing (Document Setup)

Duration: 3 Hours

Course Objective:

The course Advanced Word Processing (Microsoft Word 2016) – Document Setup focuses on the features, which is useful on booklet creation and long document settings.

Training Contents:

1. **Using Styles**
   - How to Find Styles
   - How to Apply a Style to Text
   - How to Change an Existing Style
   - How to Create a Style from Existing Formatted Text
   - How to Remove Style Formatting
2. **Manage Breaks and Paper Settings**
   - Add a Page Break
   - Remove a Page Break
   - Add Section Breaks
   - Types of Section Break
   - Apply Different Paper Orientations
   - Apply Different Page Sizes
   - Apply Different Margin Sizes

3. **Create Headers and Footers**
   - Add Page Numbers
   - Add Page Numbers to a Header or Footer
   - Add Page Number X of Y to a Document
   - Add Different Page Numbers or Number Formats to Different Sections
   - Start Page Numbering later in your Document
   - Start Page Number with Something other than 1
   - Delete Page Numbers
   - Add a Header or Footer
   - Delete a Header or Footer from a Single Page
4. **Use of Bookmark and Cross-Referencing**
   - Bookmark the Location
   - Go to the Bookmark
   - Create a Cross-Reference
   - Create the Item you've Cross-Referencing
   - Insert the Cross-Reference
5. **Create a Table of Contents**
   - Apply Heading Styles
   - Create a Table of Contents
   - Update a Table of Contents
   - Format or Customize a Table of Contents
   - Format the Text in a Table of Contents