



Mastering Complex Documents (Advanced)

(Available in Microsoft Word 2003, 2007 or 2010 format)



Mobile MOUSE

Venue: Onsite (your premises) or Inhouse (our premises)

Duration: 1 Full Day (9am - 4pm)

Part One - Section Breaks

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- Different headers and footers in different sections
- Different page numbering in different sections

Part Two - Styles and Formatting

- The importance of styles – why “crazy formatting” happens in Microsoft Word
- Formatting using styles
- Best practices for transferring text between documents
- Creating styles for body text
- Creating styles for numbering and bullets
- Creating styles for headings
- Setup heading numbering
- Creating styles for tables
- Linking data from Microsoft Excel
- Best practices for transferring Excel / Word tables between documents
- Creating styles for characters
- Modifying styles
- Assigning shortcuts to styles
- Removing styles
- Hiding / Showing specific styles
- Easily re-format an existing document with imported styles
- Locking out unwanted formatting

Part Three - Macros

- Create / Delete and Enable Macros
- Create shortcuts and custom toolbars for templates (Word 2003)
- Create shortcuts and custom buttons on the Quick Access Toolbar for templates (Word 2007)

Part Four - Templates

- Preparing the template
- Creating the template
- Edit the template
- Share the template

Part Five - Master Documents

- Setup a Master Document
- Setup Subdocuments
- The importance of styles in Master Documents
- Best practices for Master and Subdocuments
- Merge Subdocuments into the Master Document

Part Six - Referencing

- Tables of contents
- Tables of figures
- Tables of tables
- Captioning figures
- Embedding Objects (e.g. PDF documents)
- Captioning tables / equations
- Cross-referencing
- Editing Field Codes
- Locking Fields
- Using Outline View to re-assign levels / re-arrange data)
- Handy tricks to quickly browse to specific parts or objects in a document



What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

CONTACT MOBILE MOUSE NOW

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WHO SHOULD ATTEND THIS COURSE?

This course is designed for people who work in longer and more complex documents and are responsible for setting up long document templates. Typically anyone wanting to take their existing advanced formatting skills and usage of styles to the highest level possible is an ideal candidate to attend this course.

Please note that this course is not intended for novice users of Microsoft Word. Attendees should already have high end Intermediate or Advanced skills in Microsoft Word.



Mastering Complex Documents

