

# Seven Components Successful People Do Differently

## Word Advanced - 1 Day



## Pre-requisites

To gain the most from this course, participants need to have completed the Intermediate Formatting Documents Made Easy and the Intermediate Improving Efficiency courses, and/or have equivalent skills and knowledge.

## Description

**Do you need to:**

- Create Table of Contents, Figures and Index Tables
- Create citations and generate bibliographies
- Create cross-references
- Work with footnotes and endnotes
- Work with hyperlinks and bookmarks
- Understand Outline View
- Create master documents

## Aim

This course contains advanced skills in Microsoft Word and aims to provide users with the necessary knowledge to create complex documents using cross-referencing, and other references. This course will also help users create document structure using master and sub documents.

## Learning Outcomes

**At the completion of this course you should have the skills and knowledge to:**

- Create Stylised Headings
- Create and format a table of contents and figures
- Create and modify an index
- Create hyperlinks and bookmarks to navigate and link to documents, images and email addresses
- Create and manage citation sources
- Generate a bibliography

- Work with footnotes, endnotes and cross-references
- Use the master documents feature to work with others on different parts of long documents

## Topics Covered

**Key topics covered on this course include:**

### Quick Style Refresher and Table of Contents/Figures

- Create Quick Style Headings
- Create a Table of Contents
- Modify and update a Table of Contents
- Create and generate a Table of Figures

### Building indexes

- Understand and create an index
- Mark main and sub entries, and cross references
- Generate the index

### Citing sources and references

- Understand, create and manage citation sources
- Generate a bibliography
- Work with endnotes and footnotes
- Create and insert cross references

### Hyperlinks and Bookmarks

- Create different hyperlinks
- Edit and remove hyperlinks
- Create bookmarks and hyperlink to bookmarks

### Outline View

- What is Outline View?
- How to use Outline View

### Master and Sub Documents View

- Understand master documents
- Create a mater document
- Create subdocuments
- Modify the structure of master and subdocuments
- Generate a table of contents for a master document



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