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## Microsoft Word – Large document management

**Description:** This course is dedicated for people who create and edit documents on a daily basis, and in particular documents of large sizes. Thanks to this course, participants will gain knowledge of how to improve their work in the Microsoft Word program.

**Duration:** 8 hours

**Initial requirements:** Completion of the course: Microsoft Word – Intermediate or an equivalent level of knowledge.

**For whom:** This course is dedicated for people working in the sales, marketing and logistics and administrative departments. All people creating or modifying project documentation or conduct procedures will find during this course the information necessary to create a professional document.

### Module: Managing long documents (MSWD10)

#### 1) Formatting

- a. Methods of selecting text using the mouse and keyboard
- b. Formatting the font
- c. Formatting a paragraph
- d. Bullets and numbering
- e. Tabs

#### 2) Styles

- a. Creating a font style and paragraph
- b. Modification of style

#### 3) Section concept and inserting division marks

#### 4) Header, footer - creation and modification

- a. Different versions of the header and footer within a single document
- b. Even and odd pages

#### 5) Index and table of contents

#### 6) References, Hyperlinks

#### 7) AutoCorrect Options

- a. AutoCorrect
- b. AutoText
- c. Smart Tags

#### 8) Mailings

- a. Concept of the main document and database
- b. Rules and Match Fields

#### 9) Recording a macro