

Microsoft Word Long Document Techniques

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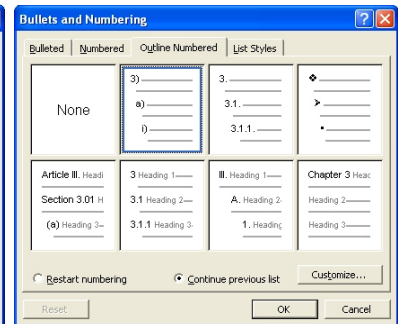
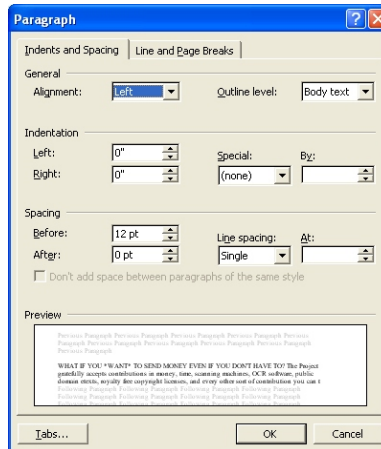
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1. Course description: Cranking out long documents need not be so tedious! Learn a few new tricks like: headers and footers; foot notes and end notes; simplifying formatting via styles; generating tables of contents, indexes and tables; and tracking changes by multiple editors. Students will be learning to make their PC do more!
2. Course objectives:
 - a. To explore Microsoft Word tools that make producing quality, long documents easier.
 - b. To develop computer and publishing literacy.
 - c. To address the class' questions.
3. Handouts available in Adobe Portable Document Format (PDF) for download at www.crowleycomputers.com/handouts.htm

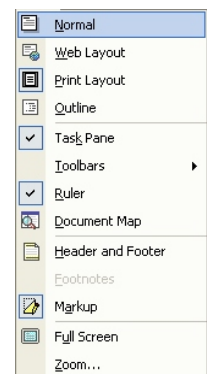
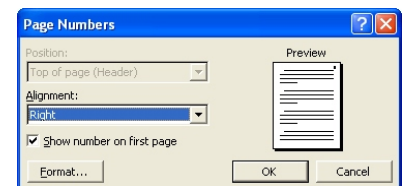


1. Simple formatting tips:
 - a. Hard page to force following text to top of next page
 - i. Ctrl+Enter
 - ii. Insert, Break, Page break
 - b. Use paragraph numbering, bullets and outlines from toolbar or format menu.
 - c. Indent with Indent on toolbar or Format, Paragraph
 - d. Double space with Format, Paragraph rather than multiple Enters.

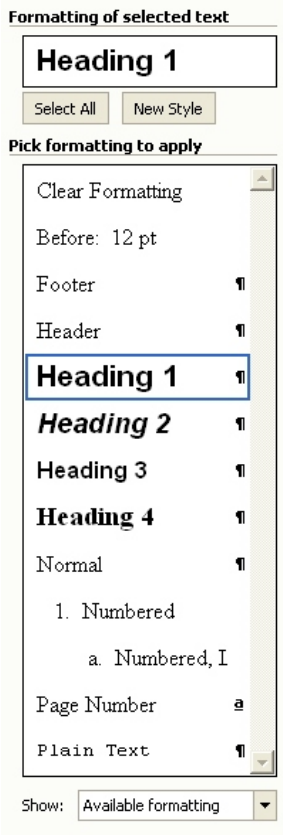
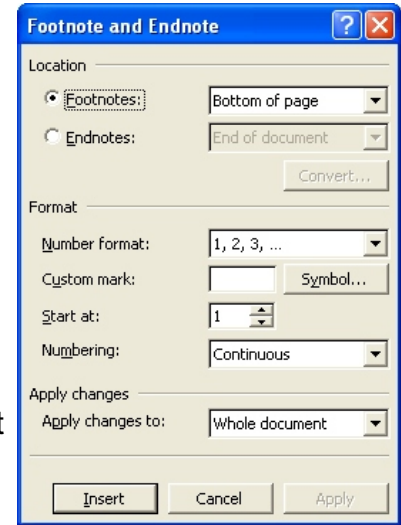


2. General tips:
 - a. Save your work before trying something new and radical.
 - b. Don't forget Undo
 - i. Ctrl+Z
 - ii. Edit, Undo
 - iii. Toolbar button
 - c. Word 2002's task pane may be helpful when performing heavy formatting. Turn it on via View, Task Pane or the toolbar button.
 - d. Many commands mentioned can also be accessed by right-clicking on an object or selected text. The same shortcut menu may also be accessed via the shortcut menu key (next to right-side Windows key) or Shift+F10.

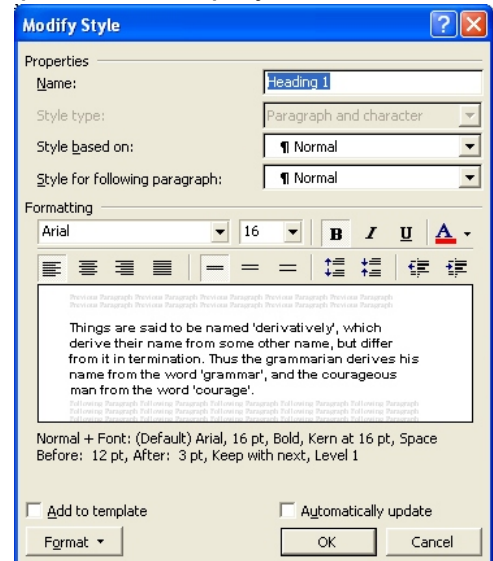
3. Headers and Footers
 - a. Insert Page Numbers creates a Header or Footer!
 - b. View, Header and Footer
 - i. Once exists, can be edited by double clicking.
 - ii. Toolbar is key
 - (1) Use buttons to insert "fields" which become values like date and page number.
 - (2) Close button.
 - iii. Adjust tab stops to your margins for proper center and right alignment.
 - iv. First page, odd and even pages
 - c. View menu determines whether headers and footer show on screen.
 - i. Normal view hides - increased performance
 - ii. Print layout - increased WYSIWYG



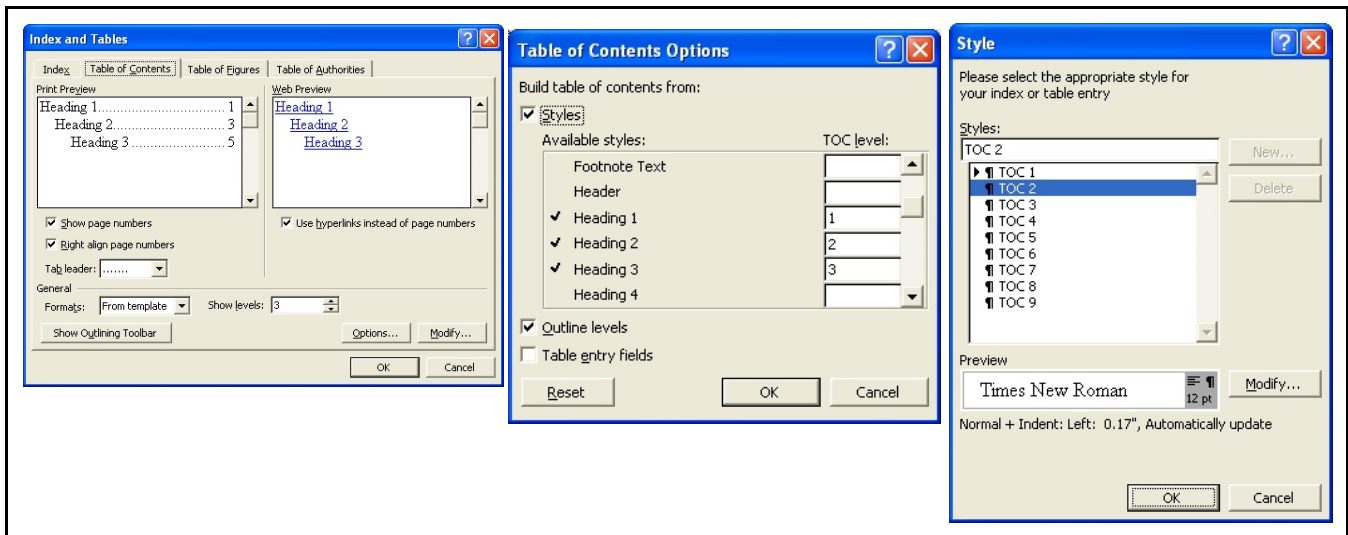
4. Footnotes and endnotes
 - a. Insert, Reference, Footnote
 - b. Hidden in normal view
 - c. Footnote / endnote conversion available.
 - d. Do you need to format your endnotes?



5. Styles
 - a. Warning: style are very powerful, but Microsoft seems to treat them differently at different times. It is worth the effort to learn to use them, but it can get a bit frustrating.
 - b. Styles can be accessed via
 - i. Formatting toolbar
 - ii. Task pane
 - iii. Format, Styles and Formatting
 - c. Styles are most often applied to paragraphs, but not necessarily.
 - d. Normal format
 - e. Apply by selecting object and then format.
 - i. Click in paragraph to format whole paragraph
 - ii. Selecting part of a paragraph will only format part
 - iii. Select whole paragraph to format whole paragraph
 - (1) Double+click in left margin
 - (2) Triple+click inside paragraph text
 - f. Use Show to select what options are displayed.
 - g. Modifying styles
 - i. Older versions of Word may alter the current style if you modify an entire paragraph.
 - ii. Click selection arrow to right of style name in dialog box, then modify.



6. Table of Contents
 - a. Hugely simplified by using Header styles to label sections and chapters of your document!
 - b. Creating
 - i. Select location of Table of Contents
 - ii. Insert, Reference, Index and Tables
 - iii. Table of Contents page tab

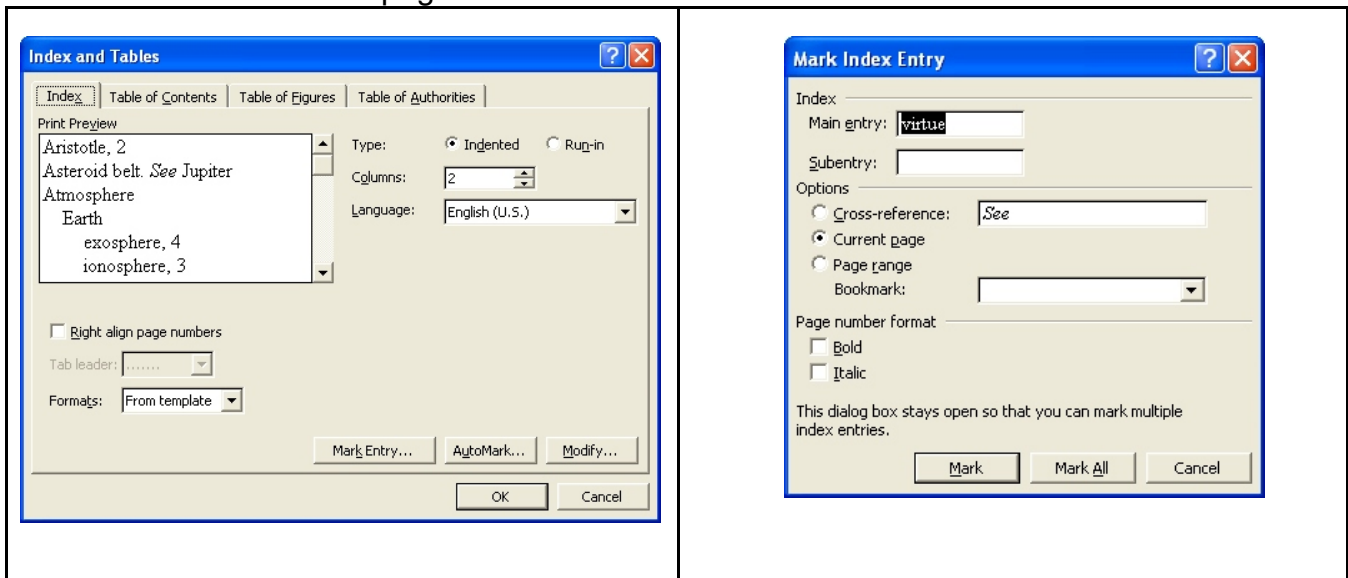


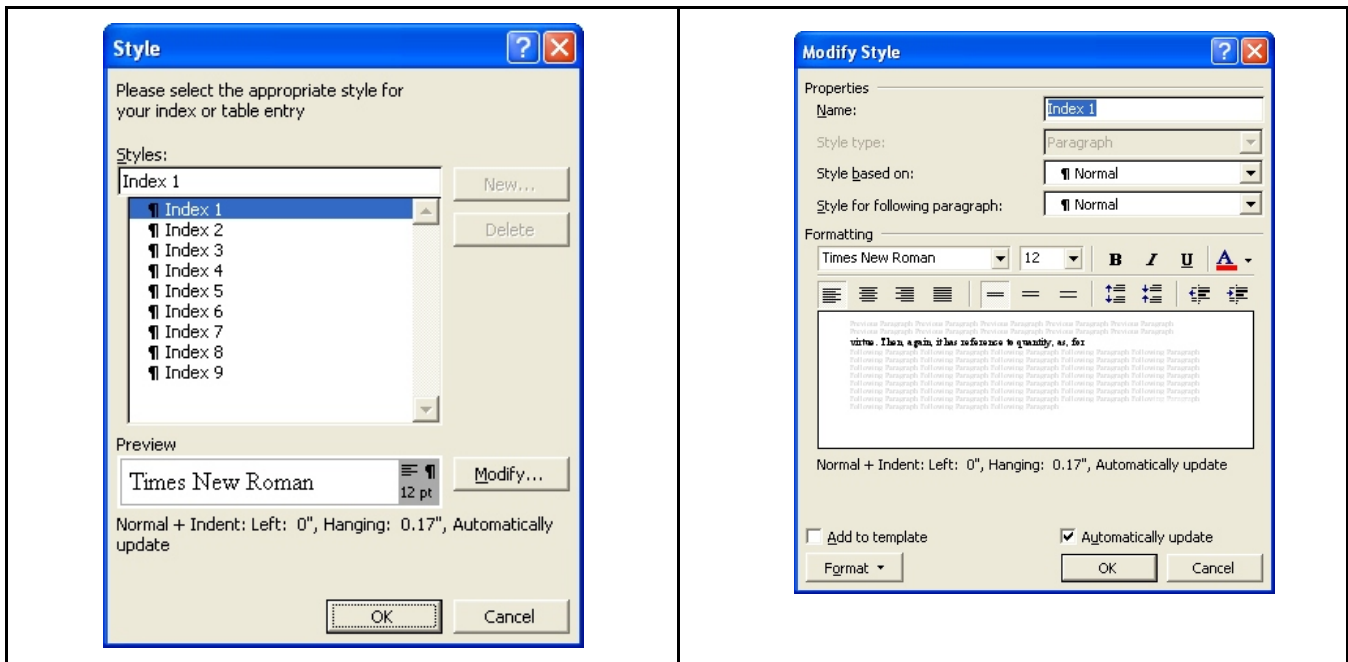
- c. Update
 - i. Click in left margin of table and press F9
 - ii. Or right-click on table, Update Field
- d. Usage - ctrl+click to follow to reference

7. Indexes

- a. Creating
 - i. Select location of the index
 - ii. Insert, Reference, Index and Tables
 - iii. Index page tab

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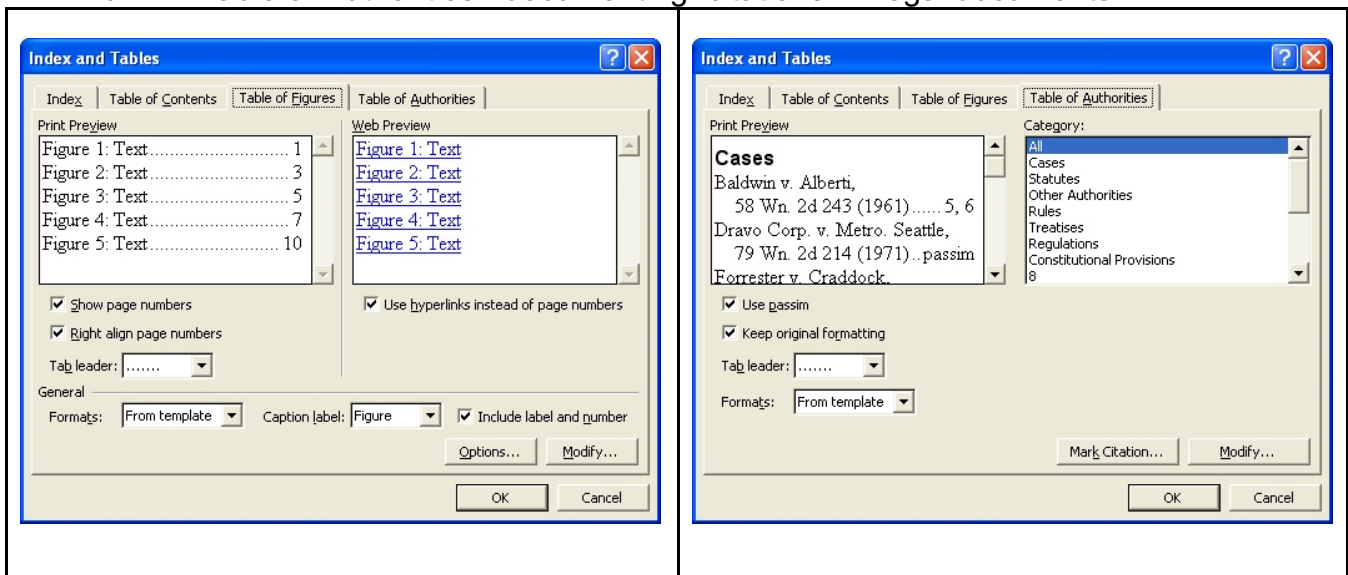




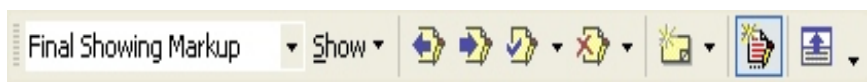
- b. Update
 - i. Click in left margin of table and press F9
 - ii. Or right+click on table, Update Field
- c. Usage - ctrl+click to follow to reference

8. Other tables

- a. Table of Figures - see table of contents, but creates a table using the captions of charts and graphics in your document
- b. Table of Authorities - documenting "citations" in legal documents

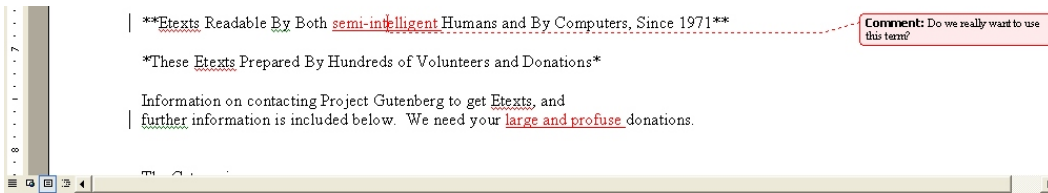
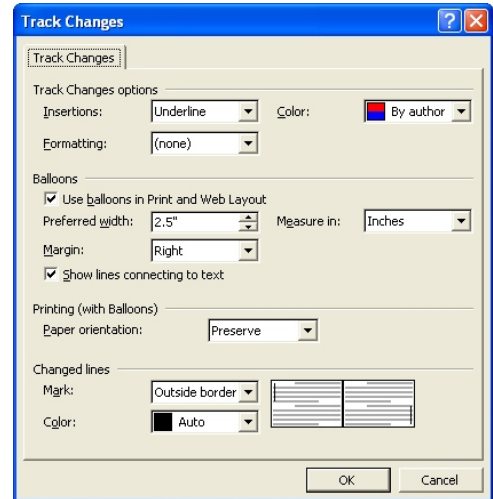


- 9. Tracking user changes
 - a. Turn on via Tools, Track changes or



Ctrl+Shift+E

- b. Tool bar
 - i. Display for Review: Final Showing Markup, Final, Original Showing Markup, Original
 - ii. Show: Comments, Insertions and Deletions, Formatting, Reviewers, Reviewing Pane, Options
 - iii. Previous
 - iv. Next
 - v. Accept...
 - vi. Reject...
 - vii. Comment: New, Edit, Delete, Voice
 - viii. Track Changes



Main document changes and comments		
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