

Microsoft Word – Make Word Work for You

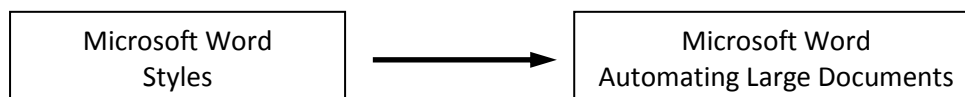
Audience

You have created a large report-style document and you now have to make amendments. Instead of manually updating information because you have added new pages or new captions, let Word do the work for you. Insert automating tools such as cross-referencing when you want to relate to a topic somewhere else within the document – if the text moves, the reference will automatically update; or insert a Table of Contents at the beginning of the document – when headings are moved, the page numbers will automatically follow. And on the subject of moving text, utilise Outline View – when you select the heading to move it, all of the subordinate text moves along with it.

Duration

2 hours

Prior Learning Segment



You must be able to navigate efficiently within Word and have the skills stated in the learning outcomes for Ripped Orange’s Microsoft Word – Styles course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Use Outline View
- Insert and Manage Footnotes and Endnotes
- Insert and Manage Cross references and Bookmarks
- Insert and Modify a Table of Contents
- Insert Captions and a Table of Figures
- Create a Bibliography

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to add the automation tools to your document which will make updating more efficient.

Next Learning Segment

