

Creating Professional Reports with Word

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates must be experienced with using a mouse and working in the Windows environment. Basic word processing experience is essential.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Creating Templates

using and personalising Word's built in report templates • creating a Word document based on a template • modifying a template

Using Styles

creating paragraph styles • creating character styles • applying styles • modifying styles
creating • creating style shortcuts •

Generating a Table of Contents

creating a table of contents • create a customised table of contents • updating fields

Paragraph Formatting and Text Flow

formatting paragraphs • controlling text flow • indenting paragraphs • adjusting line spacing
• adjusting paragraph alignment • using bullets and numbers

Page Formatting

using section breaks • using page breaks • creating headers & footers • creating footnotes & page notes • creating bookmarks

Outlines

creating an outline • collapsing and expanding outline levels • moving headings • changing outline numbering

Using and Updating Fields

adding field codes to your document • updating fields • customising fields

Generating an Index and Appendices

making an index entry • inserting an index • creating a glossary • adding appendices

Embedding Objects

inserting objects from other sources • adding and formatting Clipart objects