

MASTERING LONG DOCUMENTS: SHORTCUTS FOR MANAGING REPORTS, PROPOSALS AND CONTRACTS IN WORD

Formatting long documents is difficult. Numbered paragraphs don't update properly, formatting spontaneously changes when you cut and paste, tables of contents refuse to update and formatting inconsistencies creep into your document. Discover how to eliminate these problems and more and save hours of work. By following methods taught in this workshop, the next time you have to create a report, contract or proposal - you will know how to make your documents responsive, automatic and easy to update.

- Discover how styles let you format a paragraph with one mouse click.
- Setup numbering so that your paragraphs renumber automatically every time.
- Hear how to avoid mistakes and handle common pitfalls that can wreak havoc with your formatting.
- Find out how to reformat a problem document in six easy steps.

LENGTH: 1 DAY | START TIME: 9AM-4:30PM | WORKSHOP ID: 124 | PRICE: \$350/PERSON OR \$1500/DAY

TOPICS AND SKILLS

Quick formatting techniques

- Learn the quickest way to edit paragraphs and fonts
- Discover the quickest way to move text and paragraphs

Using Styles to Speed You Up

- Discover Word styles and learn how they work with long documents

Customize Word For Personal Use

- Learn to customize the Word screen to improve your productivity

Mastering Styles

- Learn to use styles to format a document
- Learn how to mark up a document and modify styles

Managing Layout

- Learn how to setup long or complicated documents

Fixing Problem Long Documents

- Learn to fix any formatting problems in a long document in six easy steps

Advanced Replace Techniques

- Hear how to clean up a document with find and replace

Creating Templates

- Learn to create and edit templates

Automating Numbering

- Learn how to setup all numbering correctly

Track Changes

- Discover collaborate with colleagues and track changes

Bookmarks and cross references

- Learn to use bookmarks and cross references

Table of contents

Learn to automatically insert a table of con

WHO SHOULD ATTEND

If you routinely work with documents that are over 5 pages long or edit reports, proposals and contracts in Word then this workshop for you. Some experience with Word is required, and we assume you are comfortable with basic formatting, cut and paste, saving and opening.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto (416) 929-8324 (Option 1)
Toll Free 1800-654-3251
Register Online <http://www.edtech.ca/course.asp?id=124>