

Editing Long Documents

Imagine never struggling with long Word documents again! We guarantee that after this workshop you will be editing your long documents in half the time.

- Discover how you can use styles to format a paragraph with one mouse click
- 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
- Setup numbering so that your paragraphs renumber automatically every time

LENGTH: 1 DAY | START TIME: 9:00AM-4:30PM | WORKSHOP ID: 8 | 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

FORMS

- Learn to convert a regular document into a form

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 contents

Who Should Attend

If you routinely work with documents that are over 5 pages long, you will double your productivity after taking this course. Some experience with Word is required, and we assume you are comfortable with basic formatting, cut and paste, and 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=8>