

# Working with Large Documents in Word

## Course Duration

---

1 Day

## Objectives & Expected Outcomes

---

Work effectively with large documents in Microsoft Word

## Pre-Requisites

---

Delegates should have some previous experience in using Microsoft Word

## Subjects

---

### Using Styles

Character and paragraph styles | Creating and applying styles | Modifying heading styles | Organising styles

---

### Creating Section and Page Breaks

Understanding sections | Changing page orientation within a document section | Using newspaper style columns | Using Continuous, Next Page and Odd/Even Page section breaks | Working with continuous Headers and Footers

---

### Creating Documents in Outline View

Using the Outline view to organise and structure a document | Creating and editing Master Documents and Sub Documents | Printing a Master Document

---

### Referencing

Inserting Table of Contents | Generating an Index | Footnotes & Endnotes | Captions | Cross-referencing Paragraphs | Inserting Footnotes and Endnotes

---

## Sharing Documents with Others

Using the highlighter tool | Understanding change tracking | Controlling tracked changes | Simple Markup | Reviewing tracked changes | Adding, editing and reviewing comments | Replying to Comments | Protection options | Document comparison

---