Microsoft Word - Managing Long Documents Training

Duration: **1 Day**

BILGINÇ IT Academy
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Overview

Microsoft Word – Managing Long Documents is a 1-day, hands-on course designed for professionals who work with lengthy or complex documents such as reports, proposals, manuals, or dissertations.

Participants will learn how to use **advanced Word tools** to efficiently manage, format, and reference large amounts of text.
The course focuses on practical techniques to automate formatting, maintain consistency, and use reference tools such as **tables of contents, captions, cross-references, and indexes**.

Prerequisites

Learners should be able to:

- Use a mouse and keyboard confidently,
- Navigate within Windows,
- Create and format simple documents,
- Use proofing tools and page setup options.

Who Should Attend

This course is suitable for:

- Professionals creating or maintaining long, structured documents,
- Administrative staff, editors, or project coordinators,
- Anyone seeking to enhance their productivity and document management skills in Word.

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What You Will Learn

By the end of the course, participants will be able to:

- Use **Quick Parts** to reuse text efficiently,
- Control and troubleshoot formatting issues,
- Manage **document sections** for headers, footers, and numbering,
- Create and manage **styles** to ensure consistency,
- Insert and update **tables of contents**, **footnotes**, **endnotes**, **captions**, **cross-references**, and **indexes**.

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Outline

Module 1: Working Effectively

- Navigate documents
- Use Quick Parts
- Find and Replace

Module 2: Formatting and Paragraph Control

- Controlling formatting
- Reveal Formatting
- Paragraph behavior

Module 3: Working with Styles

- Introducing styles
- Applying and modifying styles
- Creating new styles

Module 4: Reference Tools

- Table of contents
- Captions and tables of figures
- Cross-referencing
- Footnotes and endnotes
- Indexes

Module 5: Working with Sections

- Section creation and formatting
- Mixing orientations
- Managing headers, footers, and page numbers