WORD: FORMATTING LONG DOCUMENTS

Available Dates: **Request Dates**
Class Length: **1/2 day**
Cost: **$109**
Email Computer Visions about this class

Class Outline:

Description:

Whether it's a short story, a product catalog, technical manuals, legal documents, or a business report, every document needs a compelling format. Although the content and the length may differ, long documents have similar formatting challenges. In Word: Formatting Long Documents, Computer Visions uses its 18 years of training expertise to demonstrate efficient methods of formatting entire documents and making changes to specific sections and pages. It covers the details of how to use field codes and building blocks to streamline the workflow, and shares best practices for producing printed documents with a professional look.

Course Outline:

- Exploring document style formats
- Using page breaks and continuous section breaks
- Creating a table of contents and an index
- Adding watermarks
- Embedding images
- Generating a table of figures
- Manipulating endnotes and footnotes