Software Solutions
Microsoft Word Level Three
Long & Complex Documents

The aim of Level Three is to teach participants how to create the components of a large complex document. That includes how to work with styles, how to create a table of content at the front of the document, an index at the back of the document, varying headers and footers, and varying page setup in sections, captions, cross references, multi-level lists, captions, footnotes and endnotes. Participants must be completely conversant with the material covered in the Word Level One Course, and Level Two would be an advantage.

STYLES

☐ SETTING STYLES AREA PANE	☐ STYLES & THE NAVIGATION PANE
☐ STYLES TASK PANE	☐ CUSTOMISING THE STYLES TASK PANE
☐ APPLYING STYLES	☐ MANAGE STYLES – RECOMMENDED STYLES LIST
☐ MANAGE STYLE DEFAULTS	☐ MODIFY STYLES
☐ CREATING NEW STYLES	☐ FIND ALL INSTANCES & REPLACE
☐ UPDATE STYLE TO MATCH SELECTION	☐ PRINT STYLES

INDEX

☐ CREATE THE INDEX FILE & AUTOMARK ENTRIES	☐ INSERT, MODIFY & UPDATE INDEX

TABLE OF CONTENTS

☐ CREATE & MODIFY TABLE OF CONTENTS	☐ UPDATE TABLE OF CONTENT & FIELD SHADING

SECTIONS

☐ INSERTING & VIEWNG SECTION BREAKS; NEXT PAGE, AND CONTINUOUS	☐ NAVIGATING, REMOVING & MODIFYING BREAKS
☐ LANDSCAPE & PORTRAIT PAGES	☐ VARYING MARGINS & PAPER SIZE

HEADERS AND FOOTERS

☐ CREATE VARYING HEADERS	☐ CREATING VARYING FOOTERS

FOOTNOTES AND ENDNOTES

☐ INSERTING FOOTNOTES & ENDNOTES	☐ CUSTOMISING FOOTNOTES OR ENDNOTES
☐ DELETING, MOVING FOOTNOTES & ENDNOTES	☐ COPY & NAVIGATE FOOTNOTES & ENDNOTES

CAPTIONS AND A TABLE OF FIGURES

☐ INSERT A TABLE OF FIGURES	☐ UPDATE TABLE OF FIGURES

CROSS REFERENCES

☐ CROSS REFERENCE STYLES, CAPTIONS ETC	☐ UPDATE & NAVIGATE REFERENCES

BOOKMARKS

☐ CREATE, MOVE AND REMOVE BOOKMARKS	

MULTILEVEL LISTS

☐ APPLY MULTILEVEL TO HEADINGS ONLY	☐ CUSTOMISING MULTILEVEL NUMBERING
☐ APPLY MULTILEVEL LIST TO ALL PARAGRAPHS	☐ CREATE MULTILEVEL LIST AS YOU TYPE

TRACKING CHANGES

☐ USER NAMES & TRACK CHANGE OPTIONS	☐ START & STOP TRACK CHANGES
☐ THE REVIEW RIBBON & CHANGES BY REVIEWER	☐ PRINT TRACKED CHANGES
☐ ACCEPT OR REJECT CHANGE OPTIONS	☐ PROTECT SO ALL CHANGES ARE TRACKED
☐ COMPARE AND COMBINE DOCUMENTS	☐ SWITCH BETWEEN TRACK CHANGE VIEWS

COMMENTS

☐ INSERTING & REVIEW COMMENTS	☐ MOVE & PRINT COMMENTS
☐ PROTECT SO ONLY COMMENTS CAN BE MADE	

HYPERLINKS

☐ CREATING VARIOUS TYPES HYPERLINKS	☐ EDIT, NAVIGATE & REMOVE HYPERLINKS

MICROSOFT WORD SHORTCUT KEYS

You will be taught by Cathi Barker NZ's first Microsoft Office Master Instructor with many years of experience and qualifications in adult education and Microsoft Applications LinkedIn Profile