

## Working with Larger Documents in Word 2010 Course Outline

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**Duration:** 3 Hours

**Benefit:** This course is designed to benefit existing users of Microsoft Word who wish to learn how to work with larger Word documents.

**Objectives:** By the end of this session attendees will be able to use page & sections breaks within a multiple paged document; control which pages Headers and Footers are displayed on; create and modify Styles; Insert various References.

**Pre-requisites:** Attendees should have a comprehensive understanding of Word.

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### Working with Multiple Paged Documents

By the end of this session you will understand how to use page and section breaks in conjunction with headers & footers, page margins and orientation:

#### Topics covered

- When to use page breaks versus section breaks
- Create Headers and Footers
- Control which page Headers and Footers appear on
- Change page margins and page orientation within sections

### Styles

By the end of this session you will be able to use existing Styles as well as creating your own Styles to make your Word documents more visually appealing and professional.

#### Topics covered

- Use Word built-in styles
- Create and modify new styles
- The Outline View

### Inserting References

By the end of this session you will be able to use various references to automate your documents.

#### Topics covered

- Create and update a Table of Contents
- Insert Footnotes and Endnotes
- Insert Cross References
- Create Index Pages (Time Permitting)