

Grapevine Computing

Microsoft Word – Creating Professional Reports

Duration: One day

Overview - This hands-on course is designed to show you how to create reports, manuals or other long documents. During the course, you will set up a document for double sided printing, set up different styles of page numbers, (for instance roman numerals for the table of contents and standard numbering for the body of the report), it will show you how to create different headers and footers to identify individual chapters. You will also learn how to create your own unique heading styles and incorporate these into a table of contents. You will learn how to modify the style of table of contents and create an index. The course will also cover inserting extra elements into the document such as text documents from other applications, graphs, spreadsheets, pictures, organisational charts. In short, this course covers all you need to know to create a professional looking report or manual.

Who Should Attend – Ideally you would have already completed the Intermediate Microsoft Word course and/or have a good understanding of the programme. This course is ideal for anyone who has to pull together comprehensive reports or other long documents.

Content

Setting up long documents

- Using mirror margins
- Using a gutter
- Creating section breaks
- Different headers and footers to reflect chapter headings
- Applying built in styles
- Create unique heading styles
- Modify heading styles
- Moving through long documents
- Using the document map

Referencing a document

- Create table of contents
- Modify table of contents
- Using your own heading to create a table of contents
- Create indexed elements
- Add an index
- Add endnotes and footnotes

Using screen prints

- Using the snipping tool
- Creating screen prints
- Saving screen prints as jpg images
- Modify a screen print

Inserting Objects

- Insert spreadsheets
- Insert pictures
- Insert organisational charts
- Insert SmartArt (2007)
- Insert Process Flow Objects

Working with objects and text

- Change object properties
- Add borders to objects
- Wrap text around objects
- Layer objects
- Using character spacing
- Using line spacing
- Keep headings with text
- Avoid widows and orphans

