



Office Productivity Training

Helping your employees work smarter, not harder

Word Level 3

Long Documents

Module 1

- Using Bookmarks
- Keeping Text Together
- Page Numbering
- Creating Headers and Footers
- Inserting a Field

Module 2

- Section Breaks
- Working with Columns
- Applying Borders
- DropCaps

Module 3

- Working with Building Blocks

Module 4

- Document Properties
- Checking Word Count
- Tracking Changes
- Comparing Documents
- Protecting a File

Module 5

- Defining & Editing Styles
- Adding Footnotes
- Cross References
- Creating an Index
- Adding a Table of Contents
- Master Documents
- Sending Documents