



**THE
ENTERPRISE
CENTRE**

Word 2003 Templates and Large Document Management ENT1506

1 Day

Workshop Goal

This **one day hands-on** workshop will assist participants to become efficient in working with large, multi-page documents. Also, participants will use Word's templates and create templates to help automate workflow in their office.

Topic Outline

- Using Templates and Wizards
- Using Outline View
- Formatting Long Documents
- Creating a Table Of Contents
- Creating an Index
- Using Footnotes and Endnotes
- Using Bookmarks
- Tracking Revisions
- Creating Master Documents
- Using Charts and Diagrams
- Using Word HTML Features
- Using Macros
- Protecting a Document

Recommended Prior Learning

Completion of the **Word Introduction** workshop or equivalent knowledge.