MICROSOFT WORD
FOR GRADUATE RESEARCHERS

Word for Graduate Researchers Course Outline

This course is suitable for researchers and academics who need to create more sophisticated and often lengthy documents. In this advanced course we will look at working effectively with advanced paragraph formatting and productivity features like styles and themes which enable us to quickly style the document and produce hyperlinked tables of contents. We will also cover working with multiple sections, graphical components like charts and images, utilise features like cross referencing & tables of figures and explore some of the options for collaboration like merging documents and track changes.

Advanced Paragraph Formatting

- Advanced character formats
- First line and hanging indents
- Custom bullets and multi-level lists
- Advanced pagination options

Custom Tabs and Tables

- Adding and removing tab stops with the tab selector and ruler
- Adding leaders with the tab dialog
- Creating customised tables

Graphic Components

- Working with Images, Icons and Shapes
- Adding Charts (Graphs)
- Creating a table of figures

Custom Styles and Themes

- Working with built in styles and themes
- Creating and modifying styles
- Adding a Table of Contents

Working with References

- Citations
- Footnotes and Endnotes
- Cross References
- Creating an Index

Headers and Footers

- Creating custom headers and footers
- Working with logos and page numbers

Columns and Sections

- Working with multiple columns and column breaks
- Adding and removing section breaks

Collaborating in Word

- Working with comments and track changes
- Comparing and Merging Documents

Fields and Building Blocks

- Use fields and autotext
- Create re-usable components with building blocks

Blue Chameleon