Réf : En_EB21-734

Word (2024 and Microsoft 365 versions)

Long documents (reports, theses...)

Aim

This course aims to teach you how to manage long documents: how to create, exploit and finalise them, including a table of contents and an index, and improving their layout using styles, headers and footers.
After taking this course, you will be able to create professional and optimised long documents (reports, theses…).

Target audience	Level required	Estimated time to complete the essential module
Users who have mastered the essential commands and wish to move towards more advanced techniques.	The essential commands must be mastered in order to accessWord's advanced techniques without difficulty.	3 h 20 (the video sequences last 7 minutes, on average)

Course content

The essential modules

Word (2024 and Microsoft 365 versions) – Creating long documents

MEDIAplus eLearning

This module offers interactive training consisting of 16 training videos and 16 exercises.

Creating and exploiting a long document - Theme
- Moving around in a long document
- Sections
- Different headers or footers
- Managing automatic page breaks
- Footnotes and endnotes
- Managing footnotes and endnotes
- Bookmarks
- Cross references
- Hyperlinks
- Text in columns
- Structure a document using styles
- Structure a document using Outline view

Finalising a long document - Theme
- Table of contents
- Master document
- Index
- Citations and bibliography

Word (2024 and Microsoft 365 versions) – Themes, styles and templates

MEDIAplus eLearning	This module offers interactive training consisting of 12 training videos and 12 exercises.
	Master themes, styles and templates - Theme • Creating a style • Using the Styles pane and the Styles gallery • Modifying a style • Using the Normal style • Deleting a style • Style sets • Check a document using Draft view and the Style Inspector • Create a custom theme • Modifying and deleting a template • Changing the template attached to a document • Copy styles to another document or template

Complementary material

Word Word (2024 and Microsoft 365 versions) – Text management

MEDIAplus eLearning	This module offers interactive training consisting of 18 training videos and 18 exercises.

Word Word (2024 and Microsoft 365 versions) – Formatting and printing

MEDIAplus eLearning

This module offers interactive training consisting of 18 training videos, 18 exercises and 1 additional resources.