



Microsoft Word 2003 Adv. Editing, Reviewing & Complex Docs

REVIEWING STYLES

USING OUTLINE VIEW

- Creating an Outline
- Working in Outline View
- Collapsing/Expanding Outline Headings
- Displaying Outline Heading Levels
- Moving an Outline Heading or Body Text
- Numbering the Outline Levels
- Displaying/Hiding Outline Text Formats

FORMATTING LONG DOCUMENTS

- Using Text Flow Options
- Entering & Inserting Summary Information
- Creating Section Headers & Footers
- Viewing the Document Map
- Using AutoSummarize

CREATING A TABLE OF CONTENTS

- Using a Table of Contents
- Generating a Table of Contents
- Using Custom Styles
- Viewing the TOC Field Code
- Updating a Table of Contents
- Inserting TC Field Codes
- Using TC Fields & Outline Levels

CREATING AN INDEX

- Using an Index
- Creating Main Index Entries
- Creating Index Subentries
- Cross-referencing Index Entries
- Generating & Updating an Index
- Viewing the INDEX Field Code

USING BOOKMARKS

- Working with Bookmarks
- Creating Bookmarks
- Viewing Bookmarks
- Going to a Bookmark
- Cross-referencing to a Bookmark
- Deleting a Bookmark

USING A TABLE OF AUTHORITIES

- Working with a Table of Authorities
- Marking Citations
- Finding the Next Citation
- Marking Short Citations
- Creating a Table of Authorities
- Viewing the TOA Field Codes
- Updating a Table of Authorities

USING FOOTNOTES & ENDNOTES

- Using Notes
- Inserting & Deleting Notes
- Setting Note Options
- Viewing & Browsing Notes
- Moving & Copying Notes

TRACKING REVISIONS

- Enabling & Disabling Change Tracking
- Setting Change Tracking Options
- Routing Documents
- Merging Documents
- Reviewing Tracked Changes
- Accepting/Rejecting All Changes
- Saving Versions of a File
- Opening Versions

CREATING MASTER DOCUMENTS

- Using a Master Document
- Inserting Subdocuments
- Collapsing/Expanding Subdocuments
- Opening Subdocuments

CUSTOMIZING WORD PREFERENCES

- Changing the Default Font Attributes
- Changing the Default Page Settings
- Setting View & Save Options
- Modifying Default File Locations
- Adding/Removing Toolbar Buttons
- Creating Custom Menus
- Adding Commands to a Custom Menu