



# Using MS Word to produce user documentation training course

## Introduction

By making use of Word's advanced features you can produce high quality user documentation of a standard that previously required an advanced DTP application.

However, the skills required to use produce end-user documentation are very different to those needed to produce a standard letter or document in Word.

This course explores these advanced features and shows how you can get the most out of Word to create high quality, visually appealing documentation that is easy to maintain.

## Who should attend?

People who are about to begin using Microsoft Word for the purpose of producing professional standard documentation, or existing Word users who are looking to fine-tune their skills.

## Duration

One day.

## Activity-based training

During this course you perform exercises to gain practical experience of the techniques discussed.

Beginning from scratch, you create your own document structure, styles and templates.

You add content and features to your document including images, automatic cross-references, contents and index.

You create a master document with sub-documents linking into it.

You create your own macro that automatically formats a table for you.

## Courseware and certification

Delegates receive courseware to refer to throughout the course, and to use as a refresher following the course. Delegates are also issued with a certificate confirming they have attended and successfully completed the course.

## Further information and cost

This course is run *on-demand*, meaning it can be run on a date and at a location that suits you, which may be our training centre in Bromsgrove (close to Birmingham and the M5/M6/M40/M42 motorway network) or your venue.

For further information and cost, please see: [www.armadaonline.co.uk/coursemsword.htm](http://www.armadaonline.co.uk/coursemsword.htm)

## Course outline

- ▶ **Part 1: Setting up your document structure**
  - Page setup characteristics
  - Document structure considerations
  - Section breaks
  - Running headers and footers
  - Headings, page numbering and modular page numbering
  
- ▶ **Part 2: Using styles and templates**
  - Styles
  - Templates
  - Making manual changes
  
- ▶ **Part 3: Adding content and features to your documents**
  - Incorporating screenshots and images
  - Inserting automatic cross references
  - Adding a Table of Contents
  - Generating an Index
  - Working with fields
  - Using Word's search facility to check for errors
  - Track changes
  - Hints and tips
  
- ▶ **Part 4: Setting up master documents for large publications**
  - What is a master document?
  - Why have a master document?
  - Things to note about master documents
  
- ▶ **Part 5: Using macros to automate tasks**
  - What is a macro?
  - Recording a macro