PGT Refresher programme (Library/IT/SLS) 2018
Word 2013: Working with Long Documents

Colleagues in the IT Services Training & Documentation team (Pauline Fraser and Kim Richmond) offer three workshops on "unleashing the power of Word" where they demonstrate tips and techniques for creating and manipulating long documents such as dissertations or reports. Each 3-hour workshop is tutor-led and entirely hands-on. This cannot be easily reproduced for non-participants however, both background information and core materials can be accessed for self-learning:

- Learners' Toolkit for videos and fact sheets and IT web pages
  https://www.abdn.ac.uk/toolkit/intermediate/long-documents/
- Materials used to support the workshop can be downloaded from
  https://www.abdn.ac.uk/it/services/training/working-with-long-documents-581.php

Workshop description

Prerequisites: You *must* already be familiar with the Word interface and should be able to:

- Work with multiple documents
- Insert Header and Footer information
- Carry out paragraph formatting techniques such as:
    - Indented text
    - Tabbed text
    - Bullet and Numbered text
    - Paragraph spacing
- Apply built in formatting Styles to text
- Insert basic Tables of data
- Insert and format pictures and drawing objects.

This tutor-led course is aimed at students who are working on their thesis or dissertation using MS Word 2013.

By the end of the course you will be able to:

- Define and use an appropriate template
- Understand and modify Inbuilt Styles
- Apply multi-level numbering
- Apply Page and Section Breaks
- Insert Page Numbers
- Insert images and tables
- Use Captions for images/tables
- Create Cross-references
- Create automatic Tables of Contents and Table of Figures.

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