

PGT Refresher programme (Library/IT/SLS) 2019

Word: Working with Long Documents

Colleagues in the IT Services Training & Documentation team (Pauline Fraser and Kim Richmond) offered two workshops where they demonstrated tips and techniques for creating and manipulating long documents such as dissertations or reports. Each 3-hour workshop was 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:

- Toolkit for videos and fact sheets and IT web pages
<https://www.abdn.ac.uk/toolkit/skills/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.

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.