



Managing long document in Microsoft Word.

Dr. Dhelal Al-Rudiany

Dr. Dhelal Al-Rudiany

The training course includes:

- Heading and Subheading- Auto number
- Navigation in Long document
- Table of contents- Auto generation
- Track changes- for soft copy review
- Header and Footer- Different header and footer in the same document

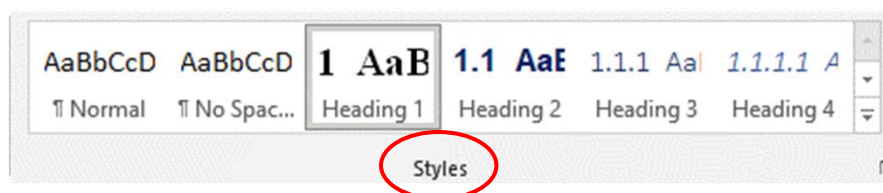
Dr. Dhelal Al-Rudiany

The training course includes:

- Tables/ Figures- Auto number, insert captions, Cross referencing
- List of tables and figures – Auto generation
- Page numbering
- Useful keyboard commands
- Merging chapters
- Hints and tips

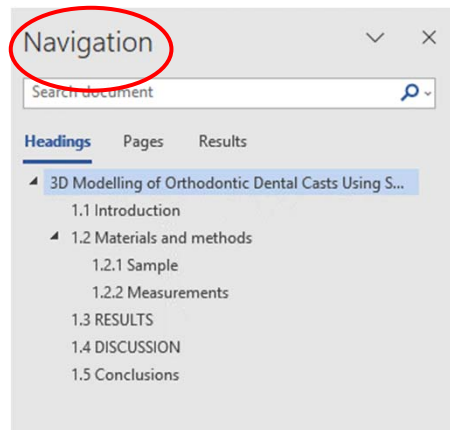
Dr. Dhelal Al-Rudainy

Heading and Subheading- Auto number

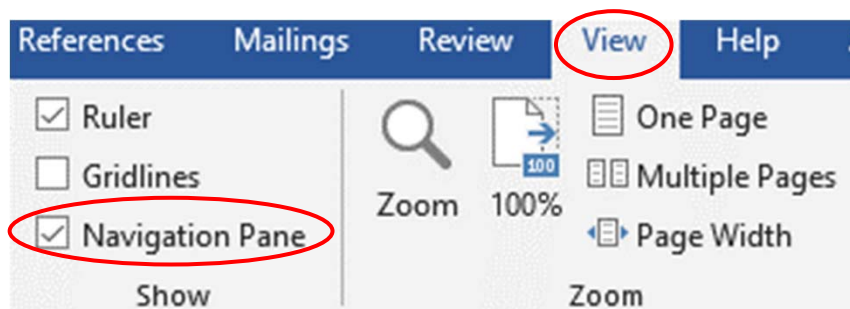


Dr. Dhelal Al-Rudainy

Navigation in Long document

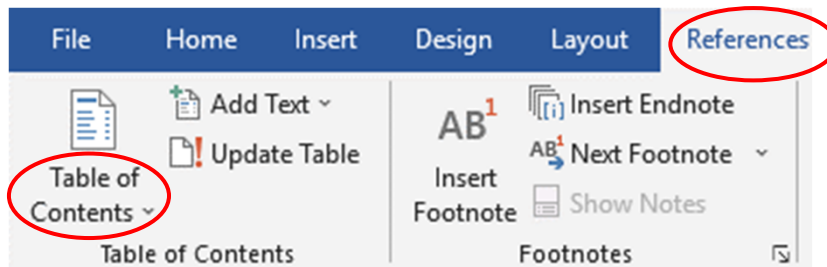


Dr. Dhelal Al-Rudainy



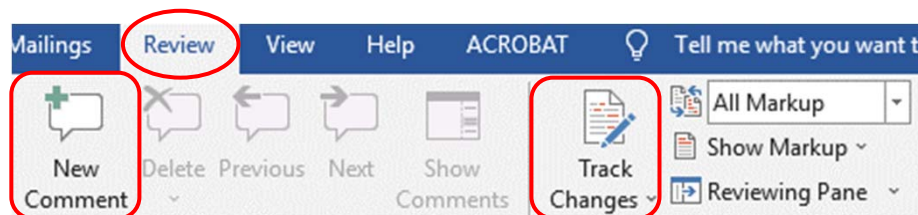
Dr. Dhelal Al-Rudainy

Table of contents- Auto generation



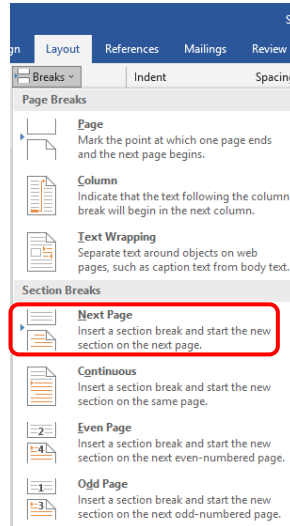
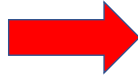
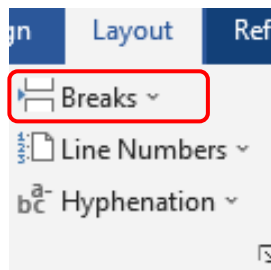
Dr. Dhelal Al-Rudainy

Track changes- for soft copy review



Dr. Dhelal Al-Rudainy

Different header and footer in the same document



Dr. Dhelal Al-Rudainy

Any Question ?

Thank you?