



The Office Wiz Training, Consulting and Support Services

(303) 330-0565
Theofficewiz@prodigy.net
www.theofficewiz.biz

COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: FOOTNOTES AND CROSS REFERENCES*

If you work in larger documents which use references, you need this essential offering. Footnotes and endnotes are easy to create, edit and manage. You will learn ways to control how footnotes appear. You will also master the power of the cross reference—refer to a paragraph number and always have it be right! This is a great tool that will save you hours of time and embarrassment from mistakes.

LENGTH

One 1 hour and 15 minute session.

PREREQUISITES

Word: *Level 1* or equivalent knowledge. You need to have a basic understanding of Microsoft Word. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

OTHER WORD CLASSES

- Microsoft Office Word 2010: Transition from Word 2003
- Level 1
- Level 2
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Formatting Fundamentals For Paragraphs

*Actual content may vary depending on the version of Microsoft Word.

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- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables