



The Office Wiz
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**COURSE DESCRIPTION FOR
MICROSOFT® OFFICE WORD®: MASTERING
THE TABLE OF CONTENTS***

You asked for it—you got it! Come master all the techniques needed to create an accurate and professional looking table of contents quickly and easily. Together we'll explore several different types of documents and tables as well as tricks to avoid errors and frustration.

LENGTH

One 1 hour 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.

SPECIFIC CLASS CONTENT

- Methods to create a table of contents
- Using styles
- Generating a table of contents
- Marking entries using fields
- Formatting a table of contents
- Updating a table of contents

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

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

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Microsoft® Office Word®: Mastering the
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- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- 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