Microsoft Office Word 2013: Part 03

Lesson 03 – Simplifying and Managing Long Documents

WORKBOOK
Lesson 03: Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document
Topic A: Insert Blank and Cover Pages

- Just one demo…
### Topic B: Insert an Index

- Index Dialog Box
- Concordance File
Index Dialog Box

![Index Dialog Box](image)

- Aristotelis, 2
- Asteroid belt. See Jupiter
- Atmosphere
- Earth

- Type: Inverted
- Columns: 2
- Language: English (United States)

- [New Entry...]
- [Add...]
- [Modify...]

- OK
- Cancel
Concordance File

Left column contains text as it appears in the document.

<table>
<thead>
<tr>
<th>Left column</th>
<th>Right column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>author</td>
</tr>
<tr>
<td>author</td>
<td>author</td>
</tr>
<tr>
<td>Contract</td>
<td>contract</td>
</tr>
<tr>
<td>copyright</td>
<td>copyright</td>
</tr>
<tr>
<td>Cover Design</td>
<td>cover design</td>
</tr>
<tr>
<td>ebook</td>
<td>ebook</td>
</tr>
<tr>
<td>editor</td>
<td>editor</td>
</tr>
<tr>
<td>genre</td>
<td>genre</td>
</tr>
<tr>
<td>layout</td>
<td>layout</td>
</tr>
<tr>
<td>photo</td>
<td>released photo</td>
</tr>
</tbody>
</table>

Right column contains entries and subentries as they will appear in the index.
• Just one demo…
Topic D: Insert an Ancillary Table

- Mark Citation Dialog Box
- Table of Authorities Dialog Box
<table>
<thead>
<tr>
<th>Topic E: Manage Outlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Outline View</td>
</tr>
</tbody>
</table>
Topic F: Create a Master Document

- Master Document
### Reflective Questions

1. What types of long documents have you worked on?
2. Which features do you think a reader finds helpful when reading a lengthy document?
Lesson 03 Review: Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
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- Insert a Table of Contents
- Insert an Ancillary Table
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- Create a Master Document
Review Questions:

1. What is an attractive first page containing information such as the title, author’s name, and date?
   A. A Template
   B. A Section Page
   C. A Report Cover
   D. A Cover Page

2. True or False: You can scale an image so that content is removed from one or more edges of the image.
   A. True
   B. False

3. The _________ enables the reader to locate entries you have marked in a document.
   A. Index
   B. Section
   C. Column
   D. Cross-Reference

4. What is a document containing a two-column table used to automatically mark index entries in another document?
   A. An index
   B. A concordance file
   C. A spreadsheet
   D. A mark index file

5. A table of contents is a list of headings with corresponding what?
   A. Picture effects
   B. Markings
   C. Page numbers
   D. File names

6. True or False: A concordance file is a linked table of contents.
   A. True
   B. False
7. If you have a complex document to organize, which feature is best suited to help you rearrange and create the structure?
   A. Document navigator
   B. Review written
   C. Outline view
   D. Insert organizer
Answer Key:

1. D
   A cover page is an attractive first page containing information such as the title, author’s name, and date.

2. B
   False. You can crop an image so that content is removed from one or more edges of the image.

3. A
   The index enables the reader to locate entries you have marked in a document.

4. B
   A concordance file is a document containing a two-column table used to automatically mark index entries in another document.

5. C
   A table of contents is a list of headings with corresponding page numbers.

6. B
   False. A concordance file is a list of words to be searched for and made part of the index.

7. C
   The outline view is where you can handle complex documents to reorganize the content.