

**Microsoft Word: References and Document Structure**

**Course Number:** OFC-134
**Duration:** 0.5 days

**Overview**

We often need to apply segmentation and create a system of references throughout large documents to make them easier to read and navigate. This Microsoft Word: References and Document Structure training course teaches attendees how to structure documents and add navigation to jump the user to a specific area of the document.

**Prerequisites**

All students must have taken [Microsoft Word: Formatting and Structure Fundamentals](file:////training/ms-word-formatting-structure) or have equivalent experience.

**Materials**

All MS Word training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft Word.

**Objectives**

* Use styles to automatically generate a Table of Contents
* Add layers of references to a large document
* Understand page breaks and section breaks
* Change document structure midway through a file
* Apply custom document formatting

**Outline**

* Introduction to Word References and Document Structure
	+ Course Introduction
	+ Microsoft Word Document Management
	+ Understanding Fields
* Page Breaks and Section Breaks
	+ Using Page Breaks
	+ Adding Next Page Section Breaks
	+ Using Alternative Section Break Styles
* Page Numbering
	+ Setting Headers and Footers
	+ Formatting Page Numbers
	+ Using Sections with Page Settings
	+ Using Sections with Page Numbering
* References
	+ Understanding Styles and Tables of Contents
	+ Creating Indices and Tables of Authorities
	+ Adding Bookmarks and Cross-References
	+ Controlling Footnotes and Endnotes
* Conclusion