



Some ways to increase your Word power

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Scintillate, scintillate, globule vivific,
Fain would I fathom thy nature specific,
Loftily poised amidst aether capacious,
Greatly resembling a gem, carbonaceous
Scintillate, scintillate, globule vivific,
Fain would I fathom thy nature specific




No! Not that sort of word power!

- Some of us grew up with typewriters
- Some of them think a word processor is a sort of typewriter
- In fact Word and other word processors are sophisticated software that allow you to produce, manage and print complex documents




This series of short talks will cover

- Indexes – Tonight
- For another night
 - Structuring your document, paragraph styles, formatting tricks
 - Producing tables of contents
 - Cross-referencing, captions & bookmarks
 - Managing references




Indexes

- Who here has looked at a book and rued the fact that there was no index?
- Indexes make books more accessible to readers
- Indexes used to be hard work
- Most word processors have the ability to produce and maintain indexes



Making indexing easier

- Using the index facility in word may appear somewhat cumbersome
- I will show a few tricks that will make indexing a snap
- This will involve using short-cut keys and scary macros



Find out more

- Use your search engine of choice
- Search for “family name” index word
- <http://members.webone.com.au/~nickred/wordmacro/index.html>
- See also similar page for open office write