

Using MS Word to Design Your LRTP

National Tribal Transportation Conference

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1:30 – 2:15pm & 2:25-3:10pm

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Agenda

- Introduction
- What is an LRTP?
- What's wrong with the way I write my LRTP now?
- Demonstrations



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Introductions

- Where do you work?
- What do you do all day?
- What kind of documents do you produce?
- How much time do you have to finish most documents?
- How different are the documents?



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What are style sheets?

- Style sheets are definitions for pages, fonts, paragraphs, and other design elements that help maintain consistency within and across documents.
- In Microsoft Word, style sheets, or simply “styles,” can be pre-defined or user-defined.



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Why use style sheets?

- Save time
- Save money
- Focus on the content
- Present a professional image
- Style sheets make document creation, editing, and replication easier, faster, and more consistent.



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Demonstrations

- Word 2007 style sheets
http://www.ehow.com/way_6144980_word-2007-style-sheets-tutorial.html
- Word 2013 style sheets
<https://goo.gl/6D0IUo>
- *Why Use Styles in Word?* (Word 2016)
<https://goo.gl/B6iXEd>
- Deleting an extra page in Word 2016
<https://goo.gl/ckfDmR>
- Table of Contents in Word
<https://goo.gl/m6a0wG>



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Questions

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