

Word-Intermediate level (2019 version)



BPC-136 2 Days (14 Hours)

Description

This internship will allow you to master the basic functions of word processing. After controlling the Word interface, you will learn to create, present and print simple documents such as letters and small reports.

Who is this training for ?

For whom

- Anyone who wants to use the more advanced tools of Microsoft Word.
- Company, entrepreneur, individual or student.

Prerequisites

Have knowledge of Word.

Training objectives

- Automate the presentation of your documents with this intermediate Word training.
- Create forms with text boxes, check boxes and confusing lists.
- Set up a mail merge.
- Create tables.

Training program

Première partie

- Introduction to styles
- Using and customizing heading styles
- Other ways to change a style
- Styles for text and paragraphs
- Create a custom style
- Reveal and inspect styles
- Create table style
- The navigation pane and mode plan
- Style sets
- Protect formatting

Deuxième partie

- Insert a table of contents
- Customize a table of contents
- Creating a multi-level list
- Creating themes
- Add and customize a watermark
- Insert footnotes and endnotes
- Insert bookmark and cross-reference
- Section breaks next page
- Management of different headers and footers
- Headers and footers of odd even pages

Troisième partie

- Create an index
- Create a table of illustrations
- Master documents
- Insertion of form fields
- Lock a form
- Unlock parts of a form
- Fix a document with track changes
- Manage comments
- Accept or refuse changes
- Manage different authors