

Word - Beginner (Word 2019)



BPC-164 2 Days (14 Hours)

Description

Using Word well cannot be improvised. Mastery of basic functionalities is useful to be efficient in a word processor. This Word training (2019 versions) will allow you to acquire good practices from the start.

Who is this training for ?

For whom

Any Word 2019 user

Prerequisites

Aucune

Training objectives

- Learn the basics of creating and formatting letters or reports in Word
- Apply the first Word automations to save time
- Insert tables and illustrations

Training program

Acquérir les principes de base

- Finding your way around the screen: ribbon, quick access bar, status bar.
- Create a document with method: enter, save, present.
- Preview and print.

Bien présenter un document

- Choose the fonts and their attributes: bold, underlined, italic, color.
- Air out the document: line spacing, spacing, indents.
- Frame a title, l 'shade.
- Create bulleted or numbered lists.
- Save time: apply, edit styles, copy formatting.

Modifier un document

- Modify a document occasionally.
- Show/Hide formatting marks.
- Delete, move, recopy text.
- Correct a text: check spelling, look for synonyms.
- Convert a document to pdf.

Concevoir une note, un courrier

- Position the address, references.
- Present the body of the text.
- Layout and print.

Construire un document de type rapport Définir et numéroté les titres.

- Change the presentation of the document: apply a new set of styles, modify colors, fonts and theme effects.
- Add a cover page.
- Insert a summary, a table of contents.
- Define page breaks.
- Number the pages.

Insérer des illustrations

- Insert an image, decorative WordArt text.
- Illustrate a process, a cycle with a SmartArt diagram.

Insérer un tableau

- Create and position a table.
- Add, delete rows or columns.
- Apply a table style.
- Modify the borders, frames.