Word – Complex documents

Description

During this course, you will learn how to effectively use the advanced features of Word to structure lengthy documents, manage references, create tables of contents, indexes, bibliographies, and much more.

Classroom Registration Price (CHF)
750
Virtual Classroom Registration Price (CHF)
700
Course Content
Module 1: The environment

- Knowing all the elements of a Word window
- Using the Navigation Pane and Outline Mode
- Customizing the Quick Access toolbar
- Customizing the Ribbon

Module 2: Formatting and Layout

- Managing multi-level lists
- Using themes and style sets
- Managing style editing options
- Creating a master document and adding sub-documents
- Prioritize headings in Outline mode and through the navigation pane
- Master the pagination options
- Using sections
- Inserting a cover page
- Inserting a watermark

Module 3: Editing Tools

- Managing the different options of a table of contents
- Using a bibliography
- Creating an index
- Creating a table of illustrations

- Positioning cross-references and bookmarks
- Inserting hyperlinks and notes
- Correcting and translating a document
- Creating and using all types of building blocks (automatic insertion, cover pages, headers and footers, etc.)

Module 4: Graphic objects

- Mastering the insertion and formatting of a table
- Inserting a caption to a table
- Inserting OLE objects (Object Linking and Embedding)
- Inserting a SmartArt diagram, an image, object, or a photo
- Retouching, cropping and lightening images
- Modify points in an automatic shape
- Apply rotation to an object
- Use advanced cropping features
- Managing SmartArt diagrams
- Mastering object wrapping and anchoring

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Anyone who, in their professional activity, need to insert more elaborate elements into their documents, such as automatic tables of contents

Prerequisites

- To know how to create and format a simple document

Objectives

- Know and customize the environment
- Use the advanced formatting and layout tools
- Work with the advanced editing tools
- Manage objects

Niveau
Avancé
Duration (in Days)
1
Reference
MOW-21