Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

150,00 €

PRICE INCL. VAT

184,50 €

including 23 % VAT

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Word - Creating Forms and Templates

Clear overview of course topics, training scope and key information.

Become creators of your own forms in Word and create forms exactly according to your ideas. You will create company forms and can thereby improve corporate identity. You can create your own templates for letters, envelopes, vacation slips or travel orders. There are no limits to the possibilities. Create forms that users will only fill in and will not make more edits than you allow them. You will learn to work with different types of "fields", discover opportunities for their use and, last but not least, automate your daily activities through forms. Do you prepare price offers for your clients? Through forms you can speed up your work - instead of copying and editing old texts, you just click on a text variant included in the template and it is done.

COURSE CONTENT

01

Syllabus

The MS Word - creating forms and templates course is intended for users who want to learn to create forms and work with templates in MS Word. What forms are and their use Different types of control fields and suitability of their use Inserting controls: text field, combo box, checkbox, date picker Use of design mode Setting properties and formatting of control fields What templates are and their use Working with templates: creating a template, customizing a template Saving templates to the user's local profile Editing existing document templates created by the user and possible change of installed templates as well Discussion and conclusion

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/ms-word-creating-forms-and-templates