Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

119,00 €

PRICE INCL. VAT

146,37 €

including 23 % VAT

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Word 3 - Advanced

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

Become a professional in Word, create short and extensive documents with elegance and efficiency. You will learn how to create an extensive document in Word (e.g. a book, seminar paper), correctly set page numbers, create bibliographic references (including footnotes), document contents with automatic generation of page numbers, etc. In addition to advanced tools for document editing, you will become familiar with macros and fields. Do not leave your works at the mercy of plagiarists and reveal whether some seemingly foreign documents were not your creations! In addition to tools for editing a document, we will show you how documents can be secured with a password, a hidden author mark or a watermark. At the end, we will create documents in PDF format and also show advanced techniques for printing brochures and other less common document formats. You will simplify and speed up your work in Word using macros that speed up your work.

COURSE CONTENT

01 **Recapitulation of Basic Controls in the Program**

formats styles tools tables conversion

02 **Working with Extensive Documents**

document parts outline document organization master document view working with nested documents comparing documents

03 **Creating Contents**

working with document contents creation, editing contents of master and nested document copying contents to another document creating document index

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04 Microsoft Word Mail Merge

form letter, return address envelopes and labels query definition

05 Working with Objects

object types inserting and formatting objects text wrapping around objects

06 Working with a Field

field types and working with them comment footnote cross-reference captions of pictures, tables and objects

07 Document Protection, Security

document locking, passwords preparation of a complex document template and its protection printing - advanced techniques

08 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/word-advanced