**Macrosoft**

*Vzdelávanie s trvalým efektom*

DOCUMENT

**Course syllabus**

CATEGORY

**MS Office courses**

TRAINING FORMAT

**In Bratislava or online with a lecturer**

PRICE EXCL. VAT

**150,00 €**

PRICE INCL. VAT

**184,50 €**

including 23 % VAT



PDF SYLLABUS

# Word in Practice

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

Gain skills for everyday efficient work in Word. You will become familiar with tables, templates, print formats and images. Avoid the most common mistakes at work. In addition to working with text, we will teach you how to secure a created document containing sensitive data against unauthorized access. Experienced lecturers have prepared many practical tasks for you, through which you will master the covered program tool options and will thus be able to efficiently create effective and purposeful documents that you will not be ashamed of.

## COURSE CONTENT

01 **Rules for Writing Text**

Paragraphs and their use, inserting and removing blank lines

02 **Document Formatting**

Font, paragraphs, tabs and indents, borders and shading, bullets and numbering, page format

03 **Styles and Their Use**

Automatically saved formats, editing styles, creating a custom style, outline levels, replacing direct formatting with styles

04 **Working with Templates**

Customizing properties, creating a template, changing the document template

05 **Working with Tables in Word**

Table design, editing table range and format, inserting formulas into a table, automatic table format

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06

### Basics of Mail Merge

Using the wizard, form letters, address labels, query definition

07

### Cooperation between Word and Excel

Linking documents from Excel to Word, update options

08

### Printing a Document

Settings before printing, creating document header and footer, page numbering

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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-in-practice