Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

162,60 €

PRICE INCL. VAT

200,00 €

including 23 % VAT

PDF SYLLABUS

Word 2 - Intermediate

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

Work in Word faster and more effectively. You will create tables, images, styles and mail merge letters without problems. You will learn how to correctly edit shorter and more complex documents so that you avoid the most common shortcomings. You will save time with manual writing of envelopes and documents by using tools for mass creation of documents. You will master creating your own text styles so that you do not always have to manually set font and text properties. You will try how to effectively work with co-workers on one document, or how to track changes and respond to comments. In addition to working with the document itself, we will teach you how to protect the created document, not only in the sense of GDPR, so that you can safely store and send documents containing sensitive data.

COURSE CONTENT

01 **Setting the Program and Working Environment of Microsoft Word**

toolbars automatic saving display options spelling and working with dictionaries AutoCorrect options, etc.

02 **Document Formatting in Microsoft Word**

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

03 **Styles in MS Word and Their Use**

automatically saved formats editing styles creating your own style outline levels replacing direct formatting with styles

04 **Multilevel Numbering in MS Word**

basic use and control setting properties for each level options for use when working with styles

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05 **Working with Tables in Word**

table design editing the range and format of a table converting text - table and table - text automatic table format

06 **Editing an Extensive Document in Word**

creating a document overview, generating document contents

07 **Other Microsoft Word Functions**

working with columns page numbering line numbering watermark

08 **Printing a Document**

settings before printing creating document header and footer

09 **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-intermediate