

Advanced techniques in Microsoft Word («MW2»)

Learn to apply all the important techniques in dealing with large documents in this two-day seminar.

Duration: 2 days

Price: 1'140.–

Course documents: Digital Courseware

Content

1. Short repetition of basic knowledge
2. Format templates
 - Predefined styles
 - Custom Styles
3. Structure documents
 - Headings and outlines
4. Document design
 - Section break / page break / column break
 - Different headers and footers
 - Columns
5. Graphical objects
 - Pictures
 - Online pictures
6. Use of tables
7. Complete tasks faster
 - Search and replace
 - Quick parts
 - Fields
 - Mail merge
 - Hyperlinks and cross-references
8. References
 - Table of contents
 - Table of figures
 - Footnotes and endnotes (comments)
 - Bibliographies (source information)
 - Index

Key Learnings

You know the extensive possibilities of Word and you can apply the various functionalities.

Target audience

Word users who want to create professional and large documents.

Requirements

- [Microsoft Word foundation \(«MW1»\)](#)

Further courses

- [Forms and templates in Microsoft Word \(«MW3»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-word/course-advanced-techniques-in-microsoft-word