Forms and templates in Microsoft Word («MW3»)

Learn how to use Microsoft Word to create professional-looking document templates with form fields in this one-day course.

Duration: 1 day
Price: 700.–

Content

1. General introduction
    - Document templates
    - Template forms
2. Managing document templates
3. Components of a template
4. Using tables
    - Table tools context tab
    - Creating quick tables
5. Form fields and content controls
    - Form controls
    - ActiveX controls
6. Protection

Key Learnings

- Creating user-friendly and professional document templates in Word
- Getting to know and using form and ActiveX controls
- Dealing with document protection in Word

Target audience

This course is aimed at users who are responsible for developing business templates or who want to deepen their Word skills.

Requirements

This course is not suitable for beginners. You have a very good knowledge of Word according to the course:

- Advanced techniques in Microsoft Word («MW2»)

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-forms-and-templates-in-microsoft-word