

# 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](mailto: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](https://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-word/course-advanced-techniques-in-microsoft-word)