

## 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](mailto: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](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-word/course-forms-and-templates-in-microsoft-word)