

Microsoft Word Training: Planning & Creating Documents (ADVTW, 3 jours)

Description

The course Planning & Creating Documents (Microsoft Word Training) show you how to plan and create business documents that inspire, inform and motivate. You will learn how to use advacned MS Word features such as styles, macros and templates to spend mpre time writing and less time formatting. The 50:50 theory to practice ratio help you learn how to build real documents in less time using MS Word.

Tarifs

- Tarification: \$2,750/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Fundamentals of Business Writing

The Writing Process

Understanding your Writing Style

The Path to Clarity and the Elimination of Ambiguity

The Active and the Passive Voice

Wording: Precision versus Ambiguity

Effective Writing

Understanding Purpose, Goals and Target Audience

The Importance of the Target Audience

Beginning and Endings

Subject Headings

Directing the Message to the Reader

English Language Rules

Grammar

Verbs

Punctuation

Setting up a Template

Creating the Styles in Word

Ensuring the Integrity of Styles

Planning for Bulleting and Numbering

Planning for Tables and Cells

Planning the Reference Structure

Creating Macros

Automation Overview

Allocating Keyboard Shortcuts

Creating Formatting Macros

Creating Support Macros

Effective Topics

Topic Overviews

Using Images in Text

Using Graphs and Images

Ensuring Effective Intra-Topic Flow

Transitions and Flow

The Whole Document

Transition Words and their Impact on Flow

Using Headings and Sub-Headings

Using Numbered and Bulleted Lists

Using Parallel Structures

Using Paragraphs

Debrief – Reviewing the Process
