SETC Training Corporate Logo

MS Word Training: Text, Tables, Styles & Formatting (WORDBAS, 2 jours)

Description

The course Text, Tables, Styles & Formatting (MS Word Training) teaches you to produce professional documents using Microsoft Word. You learn how to work with styles & formatting to easily modify documents. The training includes tips & tricks that will help you format MS Word documents quickly & easily. The course covers everything that you need to know in order to work with text & tables in MS Word.

Tarifs

- Tarification: $1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Introduction to Microsoft Word

All about Microsoft Word: Documents, Paragraphs and Characters
Documents, Paragraphs and Characters
The Importance of Styles
Setting up the Page
Working with Cut, Copy and Paste
Working with Multiple Items
A Few Useful Keyboard Shortcuts
Setting Document Information
Saving and Opening Documents
Printing a Document
Exercise: Working with Documents

Working with Text

Working with Text and Paragraphs
Formatting Characters: Font, Size, Weight and More
Formatting Paragraphs: Spacing, Alignment and More
About Indentation: Paragraph Indents and Hanging Indents
Working with Tabs
Creating Bulleted Lists
Creating Numbered Lists
Working with the Format Painter
Exercise: Formatting Document Text

Working with Tables

Creating Tables
Working with Cells, Rows and Columns
Adjusting Row Height and Column Width
Working with Horizontal and Vertical Text Alignment
Formatting Cells: Borders and Fill Patterns
Formatting Cells: Displaying Dates and Numerical Formats
Splitting and Merging Cells
Formatting Tables: Setting Header Rows and Columns
Formatting Tables: Controlling Text Wrap Behaviour
Adding Calculated Fields to a Table

- Importing Excel Tables into Microsoft Word
- Exercise: Creating Professional Tables

Sections and Page Setup

- About Sections: Overview and Use
- About Sections and Document Setup
- Setting Paper Attributes
- Working with Gutters
- Setting Document-Section Margins
- Setting First Page and Even-Odd Page Behaviour
- Setting Headers and Footers
- Understanding Section Breaks
- Browsing Sections
- Exercise: Creating Sections and Fine Tuning the Document Layout

Working with Styles

- The Importance of Styles
- Learning What Styles to Use
- Planning your Document: Character and Paragraph Styles
- Creating Supporting Styles
- Assigning Keyboard Shortcuts
- Using Styles Consistently
- Modifying Styles
- Updating the Entire Document
- Exercise: Creating a Style Based Document