

MS Word Training: Styles, References & Macros (WORDPRO, 2 jours)

Description

The course Styles, References & Macros (MS Word Training) teaches you to produce professional documents using Microsoft Word. You learn how to work with styles & formatting to easily modify documents and how to use Macros & custom code to automate any task. The training includes how to add key elements such as table of contents, index & cross-references in MS Word.

Tarifs

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

Plan de cours

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

Working with objects

Introduction to Objects in Microsoft Word

A Note on Object Linking

About Object Pinning

Managing Object Text Wrapping

Working with Clip Art Images

Working with Graphical Elements

Working with External Documents

Working with Excel and-or Access Data

Working with Smart Art

Exercise: Creating a Presentation using External Data

Text References

About Text Citations and References

Making Use of Bookmarks

Adding Footnotes and Endnotes

Working with Captions

Adding Cross-References

Managing Captions and Bookmarks

Exercise: Working with Captions and Cross-references

Document References

The Document Referencing Features of Word

Setting up the Document for Automatic Generation

Creating and Formatting a Table of Contents

Creating and Formatting a Table of Figures/Tables etc.

Creating and Formatting Indexes

Exercise: Creating a Table of Contents and Table of Indexes

Creating Custom Fields

Introduction to Fields

Working with Date and Time Fields

Working with Document Information Fields

Working with Numbering Fields

Custom Field Formats

Creating Custom Fields

Exercise: Using Fields to Polish a Document

Introduction to Macros

Showing the Developer Tab

Understanding the Structure of a Macro

Creating a Custom Function for Word

Iterating through all Paragraphs

Creating a Simple Macro

Exercise: Creating a Simple Macro