Word – Layouts

Description

During this course, you will learn how to manage margins, headers and footers, page breaks, numbering, paragraph styles, and much more. You will also learn how to insert images, tables, and charts while maintaining a professional presentation.

Course Content
Module 1: Managing paragraphs

- Changing character spacing
- Using indents and tabs
- Using borders and background frames
- Managing paragraph sequences

Module 2: Page layout

- Managing margins
- Changing the document orientation
- Changing the size of the document
- Splitting text into columns
- Managing page borders
- Inserting page breaks

Module 3: Revision tools and referencing

- Managing revision marks (track changes, accept/refuse changes)
- Using search and replace tools
- Performing special pastes
- Numbering pages
- Inserting headers and footers

Module 4: Tables

- Applying formatting to cells
- Merging and splitting cells or tables
- Using tabs in a table
- Managing cell alignment

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Users who want to create properly structured documents

Prerequisites

- To know how to create a simple Word document
- To be familiar with the software environment

Objectives

- Master the management of paragraphs
- Master the layout of a document
- Use revision and referencing tools
- Master the formatting of tables

Niveau
Intermédiaire
Classroom Registration Price (CHF)
400
Virtual Classroom Registration Price (CHF)
375
Duration (in Days)
0.5
Reference
MOW-11