

## WORD: LARGE DOCUMENTS

1 session(s) of 3 hours  
(1 x 4 periods)

CHF 600.-

Renseignements

Tél. +41 22 732 51 11  
Lu-Ve de 8h30 à 12h00  
et de 13h00 à 17h00

### **DEFINITION**

Production of large documents (reports, documentation, regulations), management of the layout, table of contents and indexes.

### **TARGET**

Word user who needs to improve his/her knowledge and work performance in production of large documents.

### **REQUIREMENT**

Windows and Word basics.

### **METHODOLOGY**

Word: Large Documents training is based on theoretical Word manual, but main part of the training is dedicated to practical exercises with personalized assistance from the trainer.

### **CONTENT OF WORD: LARGE DOCUMENTS**

Outlined Text (Heading1, Heading2, ...)

Styles and Themes Management

Outline View

Navigation Pane

Pages break and Sections break

Tables of content and index

Footnotes

Cover Page