WRD16-A - MS Word 2016 advanced course

Microsoft - Word - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to teach participants how to use the advanced tools of Microsoft Word 2016. The topics covered are supported by practical exercises that help explain even the most difficult concepts.

Programma

1. The styles
• Using the text styles
• Editing and customizing styles
• Using the styles to organize a document
2. References
• Inserting a table of contents
• Inserting and updating the index of a document
• Using the hyperlinks
• References inside the documents: using bookmarks
• Inserting and customizing footnotes
• Customizing bulleted and numbered lists
3. The text review
• Checking spelling and grammar
• Editing a document
• Viewing and managing comments
• Setting the track changes of a document
• Accepting and rejecting track changes
• Using dictionaries: translations and synonyms

ITCore Group

Via Balestra, 12
6900 Lugano (CH)
+41.091.9760019
www.itcoregroup.com

Via Lanino, 36
21047 Saronno (VA)
+39.02.84108669
www.itcoregroup.com

- Protecting a document

4. The mail merge
- Preparing a master document
- Preparing a refrence list
- Importing contacts from an Excel folder and from an Access database
- The mail merge for printing and emailing

5. The templates
- What is a Word template?
- Creating a template
- Managing and editing templates
- Compatibility of templates with previous versions

ITCore Group

Via Balestra, 12
6900 Lugano (CH)
+41.091.9760019
www.itcoregroup.com

Via Lanino, 36
21047 Saronno (VA)
+39.02.84108669
www.itcoregroup.com