

# WORD

## LEVEL: INTERMEDIATE



**Duration:** 1 day

**Prerequisites:**

- Knowledge of the Windows environment
- Have taken the Microsoft Word Beginner course or have equivalent knowledge
- Have access to a computer and Microsoft Word (versions 2013, 2016 or OFFICE 365)

**Attestation:** yes

**Learning tools:**

- Distance learning
- Demonstrations
- Training material included

**Skills acquired at the end of the training:**

- Create professional documents
- Use tabs and inserts efficiently
- Design forms
- Create mailings
- Automate certain tasks

## PROGRAM:

### Tabs

- Design documents with text positioned in different places on the same line using the various Tab options

### Create a simple mailing

- Production of documents for mass mailings
- Print a label spread from a database

### Create a complex mailing with query

- Change the data source
- Limit the sending of the letter to certain people
- Create a complex mailing with keywords

### Inserts

- Insert an object in a document
- Insert a graph, a PDF file
- Insert a linked object
- A screenshot or other...

### Quick Parts:

- Save to Quick Parts galleries
- Automate the use of documents for repetitive tasks

### Create a fillable form

- Automate the use of documents for repetitive tasks
- Set up ready-to-use documents for direct filling or printing

### Document templates

- Create a document template for repetitive tasks

### Document properties

- Give a title to the document
- Author, summary, comments

### Protection

- For access to and/or modification of the document
- Read-only
- Allow text input, but prevent formatting from being changed

### Create a simple macro

## QUESTIONS AND ANSWERS