Word - Professional page layout

Duration: 1 day
Audience: Pour tous

Who is this training for?

Word users who want to create documents with professional layouts.

Training objectives

Design professional documents using the various tools.

Summary

Do you want to produce structured, elegant and perfectly mastered documents? The Word – Professional Layout training gives you the keys to transform your documents into clear, coherent and professional communication tools. By delving deeper into the advanced features of Word, you'll learn how to organize, automate, and standardize the presentation of your content, while saving valuable time.

Course outline

Manage Sections

- Insert a Section
- Delete a Section
- Print Sections
- Vertically Align Text in a Document

Manage Headers and Footers

- Create Headers and Footers
- Set Page Numbering
- Use Header or Footer Options
- Remove a Header or Footer

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Automate Text Formatting with Styles

- Apply Quick Style
- Edit Styles
- Create a new style
- Delete styles
- Manage styles

Customize numbered lists

- Customize bulleted or numbered lists
- Insert a hierarchical list
- Create and format a hierarchical list
- Create numbering styles
- Customize numbering
- Add a chapter number to page numbering

Insert a Quick Part building block

- Insert a Document Property block
- Insert a field
- Use the Organizer
- Create a building bloc

Create tables of contents and references

- Create and manipulate a table of contents
- Customize the table of contents
- Create a table of illustrations or tables
- Add table entries
- Generate and update a table of contents

Approach and methodology

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- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Microsoft Word - Simple Document Creation or Equivalent Content

Recommendations

- Know the basics of text input and formatting (writing, selecting, copy-paste)
- Be comfortable with file management (opening, saving, naming a document correctly)
- Understand the structure of a document (headings, paragraphs, sections)
- Have a logic for organizing content (prioritize information, structure a text clearly)

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