

Word - Simplified graphing

Duration: 1 day

Audience: Pour tous

Who is this training for?

Word users who want to improve their skills in graphics and reference tools.

Training objectives

- Use reference tools.
- Insert an index and a bibliography.
- Insert images.
- Use the tools for group work.

Summary

Do you master the basics of Word and want to go further? Word Graphic Made Easy training allows you to enrich your documents with advanced visuals and tools that will make all the difference.

Learn how to structure your information, illustrate your content, and collaborate effectively with Word's professional features. You'll be more productive while producing clearer, more complete, and visually appealing documents.

Course outline

Establish references and references in a document

- Create a footnote or endnote of a document
- Use bookmarks
- Use cross-references
- Create hyperlinks

Create a bibliography

- Define reference styles
- Insert a citation

- Manage sources
- Generate a bibliography

Create indexes

- Mark index entries
- Automatically mark index entries
- Generate an index table

Insert images

- Insert an image
- Insert images online
- Correct an image
- Remove background
- Wrap images
- Add effects to an image
- Insert a caption to an image
- Use the Capture tool

Use group work tools

- Use Track Changes
- Review the edited document
- Explore the Checks pane
- Create and manipulate comments
- Compare documents
- Protect the document for comments and changes

Approach and methodology

- Lectures
- Demonstrations

- Guided and individual exercises

Prerequisites

Word - Creating Simple Documents 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)