

# Microsoft Word 2019 for Advanced Users (W19F)

**ID W19F** **Price 890.—** €excl. tax **Duration 2 days**

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## Course Overview

With this compact course, you will expand your existing Word knowledge within a very short time. Learn, among other things, how to create your own designs and templates, how to deal efficiently with large documents and how to master more specialized tasks, such as serial letters, charts or directories. Supported by practical examples and tips, we will show you how to work even more cleverly, professionally and efficiently with Word - alone or in a team.

Thanks to the modular preparation of the content, you can expand your existing Word skills step by step as needed. In addition, "Word 2019 - Advanced course compact" also provides you with valuable services as a reference work again and again.

- Create documents with designs
- Use format templates efficiently
- Using your own document templates
- Create outlines, tables of contents and keyword indexes
- Designing multi-page documents
- Visualize content with diagrams, tables and SmartArts
- Create serial documents
- Work efficiently in a team

Tailored to the learning topics in "Word 2019 - Advanced course compact", with BuchPlus you receive a comprehensive digital media package with learning videos, example, exercise and results files, quick overviews, knowledge tests, supplementary learning content and a glossary.

## Course Content

### 1 Adjust Designs

- 1.1 Basic knowledge of designs
- 1.2 Change and edit design
- 1.3 Compose your own design
- 1.4 Pass on design

- 1.5 Exercise

### 2 Use format templates

- 2.1 Basic knowledge of format templates
- 2.2 Create style sheet
- 2.3 Special features of style sheets
- 2.4 Adjusting or deleting a style sheet
- 2.5 Adjusting the display of style sheets
- 2.6 Create style sheet set
- 2.7 Exercise

### 3 Use document templates

- 3.1 Basic knowledge of document templates
- 3.2 Document template Normal.dotm
- 3.3 Using your own document templates
- 3.4 Example of a letter document template
- 3.5 Creating a Document Template for a Letter
- 3.6 Setting headers
- 3.7 Define footer lines
- 3.8 Create address field and reference line
- 3.9 Use folding and hole marks
- 3.10 Creating style sheets and AutoTexts
- 3.11 Exercise

### 4 Outlines

- 4.1 Basic knowledge of structure
- 4.2 Create outline
- 4.3 View outline
- 4.4 Adapt outline
- 4.5 Navigation Area
- 4.6 Exercise

### 5 Directories

- 5.1 Table of contents
- 5.2 Labels and list of figures
- 5.3 Index
- 5.4 Update and format directory
- 5.5 Exercise

### 6 tips for large documents

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- 6.1 Views for multi-page documents

- 6.2 The Go To Command
- 6.3 Counting words and numbering lines
- 6.4 Using the Plastic Reader View
- 6.5 Exercise

## **7 SmartArt graphics**

- 7.1 Basic knowledge SmartArt graphics
- 7.2 Creating SmartArt graphics
- 7.3 Editing the structure of SmartArt graphics
- 7.4 Designing SmartArt graphics
- 7.5 Inserting graphics
- 7.6 Exercise

## **8 Insert diagrams, tables, objects**

- 8.1 Creating a diagram in Word
- 8.2 Design diagram and change diagram type
- 8.3 Inserting an Excel table into Word
- 8.4 Linking and embedding objects
- 8.5 Exercise

## **9 Mail merge, envelopes and labels**

- 9.1 Basic knowledge of mail merge
- 9.2 Start mail merge
- 9.3 Connect data source
- 9.4 Mail merge fields
- 9.5 Check and complete mail merge
- 9.6 Directories and address labels
- 9.7 Printing envelopes and labels manually
- 9.8 Exercise

## **10 Teamwork**

- 10.1 Basic knowledge of teamwork
- 10.2 Comments
- 10.3 Track changes
- 10.4 Set processing restrictions
- 10.5 Print or delete labels
- 10.6 Editing a document together
- 10.7 Present document or send by e-mail
- 10.8 Check accessibility
- 10.9 Exercise

# About Fast Lane



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