



Microsoft Word 2013 (Advanced)

Seminar objective

The aim of this course is to teach complex topics of document creation and their efficient use within MS Word 2013.

Seminar content

- Serial letters/letter design
- Boxes
- Form creation, document templates
- Integrating and positioning graphics and images
- Breakdown
- Tables of contents
- Bookmarks
- Central and sub-documents
- Easy macro creation
- Additional programmes
- New Styles in Word
- Working with the task area
- Revisions and translations
- Smart tags

Target audience

This seminar is aimed at people who want to expand their basic knowledge of MS Word 2013 in order to use the product effectively.

Course ref.

IT7781-13

Participants

not more than 9 participants

Schedule

1. Day: 09:00 - 17:00

2. Day: 09:00 - 17:00

Location & dates

by agreement

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift