



Word Training

Create, Structure, and
Automate Your Professional
Documents

Target Audience



Any professional wishing to go beyond the basics of Word

Prerequisites



- Basic knowledge of Word recommended
- No mandatory technical prerequisites

Objectives



- Design long and structured documents
- Create and apply custom styles
- Perform mail merges and generate labels
- Customize Word for faster and more efficient use

Duration



6 days – 42 hours

Teaching Methods



- Alternating practical exercises and theoretical input
- Training led by an expert instructor
- Digital materials provided

Assessment



- Evaluation at the beginning and end of the training
- Preparation for Word certification (optional)
- Certificate of completion



Program

1. Review of essential basics

- Insert images, screenshots, tables
- Use tabs, indents, and paragraph management

2. Creating long documents

- Table of contents, headers/footers, numbering
- Cover pages, page/section breaks, columns, SmartArt

3. Mail merge and labels

- Create form letters
- Insert merge fields
- Sort, filter, and print labels

4. Software customization

- Quick Access Toolbar, advanced options
- AutoCorrect, QuickPart blocks