



Formation MS Office Word - Formatting paragraphs and lists in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 420

Goal : Learn to master documents layouts, text formatting properties and problem solving related to bullets and numbering.

Audience : Users experiencing difficulties with MS Words or willing to get the most out of MS Word in the field of formatting and layout.

Prerequisites : Daily use of MS Word and MS Windows and experience in small documents

creation.

Goals :

- Introduction
- Disable AutoCorrect options
- Reminder on typographical rules (return, forced return, non-breaking space, punctuation, etc.)
- Newlines vs paragraph spacing
- Drop Caps for paragraph first word or letter
- Tabs (left, right, centered, decimal, bar, etc.)
- Paragraph indents (left indent, right indent, first line indent, hanging indent)
- Keep paragraph lines together on the same page
- Keep paragraphs together on the same page
- Page breaks
- Utility of paragraph levels
- Define a paragraph style
- Apply numbering or bullets to paragraphs
- Sort a numbered list
- Numbering settings
- Keep numbering on separated lists
- Create a new numbering style
- Apply numbering to hierarchical paragraphs
- Hierarchical list settings
- Create a hierarchical style
- ...

Pedagogical method : The training is based on exemples prepared by the trainer. If wished, the trainer can use the participants files to make the training.

Suggested duration for presentiel training (days) : 2

Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 225 CHF

Daily price in remote : 108 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 1125 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Book

- **Title :** *MS Office Word 2007 for Windows - The Basics*
- **Author(s) :**
- **Pages :** 200
- **ISBN :** WW2007EE

Tags : ms word training, word, word coaching, word training, drop caps, tabs, page breaks, line breaks, indents, headings, formatting, text styles, numbering, bullets, lists, word course, word courses, ms word course.

Please enable JavaScript to view the [comments powered by Disqus.](#)