



Formation MS Office Word - Creating business letters 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 : 425

Goal : The training focuses on the methods of writing and revising professional business letters efficiently.

Audience : Anyone who has to write simple documents or standard letters.

Prerequisites : Perfect control of the mouse and keyboard, copy and paste method and management of files in MS Windows.

Goals :

- Introduction
- Presentation of the graphic user interface and online-help
- Protecting documents with a password
- Switch between opened documents
- Moving inside a document and selecting text
- Typing, searching and replacing text
- Cut/Copy/Paste text
- Undo or redo operations
- Manipulating text (drag, drop, increment, etc.)
- Use of AutoText and date fields
- Difference between the carriage return and forced return
- Difference between the breaking, nonbreaking and conditional brespaces/straights
- Inserting comments
- Defining headers and footers
- Use of IncludeText field for collaborative work
- Creation of a formatting style container for with auto-update
- Printing options and methods
- Training Conclusion

Pedagogical method : The training is based on one simple and complete business letter where the participants will learn all useful professional techniques.

Suggested duration for presentiel training (days) : 1

Suggested duration for on-line training (days) : 1.2

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).

Tags : ms word training, MS word training, business letters training, headers and footers, cut copy paste, printing, protecting, nonbreaking spaces, word, ms word.

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