



Formation MS Office Word - Creating design documents 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 : 446

Goal : Create small or big documents with complex layouts, and learn about best practices in the publication (CAD) scope.

Audience : Anyone who has to create brochures, flyers, catalogues and does not have MS Publisher or Adobe InDesign.

Prerequisites : Good experience of MS Word.

Goals :

- Introduction
- Explanations of the limits of MS Word in CAD
- Use of drop caps and and printed watermarks
- Formatting text in columns
- Modification of ClipArts and reminders on their layouts
- Use of color codes for objects (RGB, CMYB)
- Use and links between text boxes
- Anchor of floating objects
- Insertion of cross references
- Use of dynamic fields
- Use of styles (paragraphs, texts, TOC, etc.)
- Creation of a professional document design
- Creation of a professional form design
- Creation of a professional book design
- Training Conclusion

Pedagogical method : This training is based on examples and examples choosed by trainer or optionally on the documents of the participants.

Suggested duration for presentiel training (days) : 1

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

Daily price in face-to-face : 525 CHF

Daily price in remote : 252 CHF

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

Daily price in remote (with recording) : 2625 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, word training, advanced document, complex documents, styles, advanced desing, cad.

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