



Formation MS Office Word - Creation of long 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 :** 450

**Goal :** Manage multiple headers and footers, multiple sections, styles with appropriate techniques adapted to long documents. Generate a basic table of contents, a basic index and reference table, split large files and work with groups.

**Audience :** Users frequently working with documents of ten to over a thousand pages.

**Prerequisites :** Attendees must be very familiar with the software.

## Goals :

- Introduction
- MS Word limitations for large documents
- Customize Word options for effective work and greater stability
- Importance to define and create missing styles
- Reminder on moving techniques in long documents
- Insert comments (personal notes)
- Initial cleaning of the document (duplicate glyphs, duplicate tabs, floating images, etc.)
- Advanced search and replace techniques
- Master the different types of sections
- Manage multiples headers and footers
- Insert footnotes and dynamic fields
- Paragraph creation, management and formatting and texts styles for long documents
- Reminder on non-breaking paragraphs and tables
- Bookmarks and cross-references
- Split display and work on two different areas
- Working with Header styles (Heading1, Heading2, etc.) and table of contents styles (TOC1, TOC2, etc.)
- Use of the outline view for organisation and prioritization
- Table of contents creation and formatting
- Basic automatic index creation
- Table of legends creation
- ...

**Pedagogical method :** This training is based on the files taken by the participants for the training.

**Suggested duration for presentiel training (days) : 2**

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

**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 course, word training, large document, table of contents, index, cross-references, headers, heading, outline view, mater documents.

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