



Formation MS Office Word - Book processing 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 :** 456

**Goal :** Acquire techniques and best practices to create books. includes: tables of contents, multiple index, bibliographic tables and master plan. Attendees will train on a more than a thousand pages document.

**Audience :** This workshop is intended for people frequently working on documents with 500 pages at least up to thousands of pages.

**Prerequisites :** Attendees must have a good experience with the software and be very familiar with the advanced features of MS Word.

**Goals :**

- Introduction
- Limits of MS Word features related to book processing
- Setting program options for effective work and greater stability
- Numbering lines and document statistics
- Advanced moving features in large documents
- Advanced use of Find/Replace feature
- Using pairs and odd sections pages
- Numbering pages left or right
- Reminders on pitfalls to avoid with sections
- Inserting images with links for documents size optimization
- Does and Dont's with pictures and drawings in books
- Multiple table of contents with fields
- Pitfalls to avoid with tables of contents and title styles using hierarchical numbering
- Creating multiple customized figures tables
- Cleaning OLE\_LINK parasites
- Training Conclusion

**Pedagogical method :** This training is 100% practical with examples choosed by the trainer or taken by the participants.

**Suggested duration for presentiel training (days) :** 0.5

**Suggested duration for on-line training (days) :** 0.6

**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, MS word training, large documents, books, table of contents, table of figures, index, fields, cross-references, ole links, images.

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