



**Word training in Geneva and anywhere in Switzerland, USA, Great Britain and Germany.**

## **Book processing**

[\(more...\)](#)

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.

## **Collaborative work**

[\(more...\)](#)

Learn modern techniques of collaborative work in order to stop using paper for correction and revision of documents to save time.

## **Creating business letters**

[\(more...\)](#)

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

## **Creating design documents**

[\(more...\)](#)

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

## **Creation of long documents**

[\(more...\)](#)

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.

## **Formatting paragraphs and lists**

[\(more...\)](#)

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

## **Mail merge**

[\(more...\)](#)

Learn how to use the mail merge for letters, envelopes, labels or catalogs and labels merge with or without conditional tests from various sources (Word, Excel, Access, Outlook).

## **Managing pictures and shapes**

[\(more...\)](#)

Manage pictures efficiently in a MS Word document. Integrate, create, position and optimize memory use and stability.

## **Table creation and formatting**

[\(more...\)](#)

Create and manage basic and advanced tables with advanced formatting and dynamic calculation fields. Also see the limits of table management with MS Word vs MS Publisher.

## **Templates and Forms**

[\(more...\)](#)

Learn to handle and manage corporate document templates by creating professional forms.

Trainings, Courses available 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.