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

Book processing

[(more...)](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.