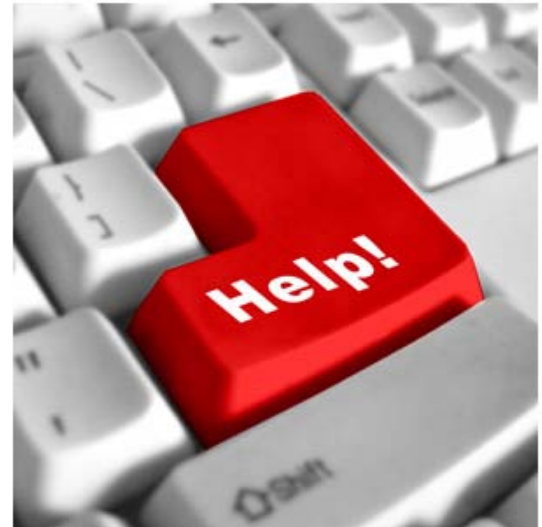


Training Course Word

Computer training **Microsoft Office Word** in English, French or Dutch

Word basic Training

- Interface and basics of word processing : moving around, selecting text, undoing or redoing the last action
- To type, edit or correct text in Word
- To create, open, save and print a document in Word
- The Office Assistant in Word
- To move and copy text and paragraphs in Word
- Spelling control in Word
- Character layout : bold, cursive, underline, font, ... in Word
- Paragraph layout : spacing, alignment, ... in Word
- Borders and shading in Word
- Creating small lists (with bullets or numbering) in Word
- Modifying document lay-out in Word
- To adapt margins, to define page orientation, to insert page numbers in Word



Word intermediate Training

Tables in Word

- Defining the number of columns and rows in Word
- Moving through a table in Word
- Table layout : aligning text, adapting the cell size, defining the spacing for rows and columns in Word
- Merging cells, split cells : to insert and delete rows and columns
- Definition of a table layout : line style, line weight and line colour
- Repeating the column title automatically on every page in Word
- Use of formulas in a table in Word
- Converting text to table and table to text in Word



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Inserting an Excel worksheet (with or without dynamic links) in Word

- Inserting an Excel table as Word table or an object in Word

Training Mail Merge in Word

- Purpose and description of merging,
- Merge of two documents (Word document and imported data)
- To create and manage labels : standard and custom formats
- Partial merging, sorting criteria in Word
- Inserting data from other programs : Excel and other external databases in Word
- To customise merging (e.g. Dear Sir or Dear Madam, etc.)

Training Standard Corporate Word documents

- Creation of new documents on the basis of a template in Word
- Creating a template in Word
- Use of standard styles in Word
- Creating your own style in Word
- Removing and modifying styles in Word
- Managing styles in Word
- Copy of styles to other documents in Word
- Formatting lists (Bullets and Numbers) in Word
- Inserting fields in Word
- Forms with check box, drop down list, text fields in Word
- Document security in Word
- Graphical elements
- Printing in Word
- Automatic text in Word
- Pictures in footer and header in Word
- Labels for forms (e. g. Fax) in Word

Training Long Documents in Word

- How to create and manage the structure of the document
- The Outline View in Word
- Use of styles (create, modify) to keep the document consistent.
- Automatic numbering of titles and paragraphs in Word
- Creating a table of contents in Word
- Navigation through the documents: bookmarks, hyperlinks



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Working with different sections in Word

- Inserting headers and footers, use of different headers and footers in the same document in Word
- Footnotes and comments in Word
- Index in Word
- Table of illustrations in Word
- Sharing long documents in Word

Word advanced Training

- Tools for corporate documents : models, styles, selections, more efficient ways and themes in Word
- Navigation tools in a text (shortcuts, browser, document map, go to) in Word
- Improving lay out and the view of the tables, tabs and the parameters of the text layout in Word
- Improving readability of long documents with sections, headers, footers, cover pages (2007) in Word
- Modifying the structure of a document with the online view in a easy way in Word
- Inserting referencial elements (table of contents, cross references, a.o.) in Word
- Automatising the work using tools like spelling check, macros, a.o.
- Identification and follow up of the modifications (track changes, comparisons, sending by e-mail and merge versions).

All Office courses:

- **Office 2010**
- **Word Training**
- **Excel Training**
- **Powerpoint Training**
- **Outlook Training**
- **FrontPage Training**
- **Expression Web Training**
- **Access Training**
- **Visio Training**
- **Office 2007 Training**
- **MS Project Training**
- **VBA Training**
- **Lotus Notes Training**

- [OpenOffice.org Training](#)
- [MindManager Training](#)
- [Sharepoint Training](#)

This courses can be held in-company or in Brussels. [Contact us for a price quote.](#)

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