



Microsoft Word

Seminar objective

Microsoft Word, as a component of the Microsoft Office suite, is a program designed for quick yet professional and effortless creation of documents. This seminar aims to provide you with the necessary knowledge required for both the visual and content design of a document.

Seminar content

- Screen lay out
- Save, correct, manage and print texts
- Text design; headers and footers, page numbering;
- Assistants: spelling checker, thesaurus
- Views: Settings, search, replace
- Document administration
- Data exchange between different programs
- Styles/simple styles
- Auto functions
- Simple mail merge
- Integrating graphics / images
- Areas of responsibility
- Clipboard formatting/format templates
- Search function
- multiple markings
- smart tags

Target audience

This seminar is specifically designed for PC users who have not yet gained experience in electronic document processing with Microsoft Word.

Course ref.

IT7780-13

Participants

not more than 9 participants

Schedule

1. Day: 09:00 - 17:00
2. Day: 09:00 - 17:00

Location & dates

by agreement

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



FAX-ANMELDUNG +49 251 20205-99

Internet: www.kitzmann.biz
E-Mail: info@kitzmann.biz
Telefax: +49 251 20205-99

Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift