

Réf : En_EB21-634

Word 2021

Long documents (reports, theses...)

Aim

This course aims to teach you how to manage long documents: how to create, exploit and finalise them, including a table of contents and an index, and improving their layout using styles, headers and footers. After taking this course, you will be able to create professional and optimised long documents (reports, theses...).

Target audience

Users who have mastered the essential commands and wish to move towards more advanced techniques.

Level required

The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.

Estimated time to complete the essential module

3 h 45
(the video sequences last
7 minutes, on average)

Course content

► The essential modules

Word 2021 – Creating long documents



MEDIAplus
eLearning

This module offers interactive training consisting of 16 training videos, 16 exercises.


Creating and exploiting a long document - Theme

- Moving around in a long document
- Sections
- Using different headers and footers
- Managing automatic page breaks
- Footnotes and endnotes
- Managing footnotes and endnotes
- Bookmarks
- Cross references
- Hyperlinks
- Text in columns
- Outline levels
- Outline view

Finalising a long document - Theme


- Table of contents
- Master document
- Index
- Citations and bibliography

Word 2021 – Themes, styles and templates

	<p>This module offers interactive training consisting of 12 training videos, 12 exercises and 1 additional resource.</p>
	<p>Master themes, styles and templates - Theme</p> <ul style="list-style-type: none"> • You need to know: Styles and templates • Creating a style • Using the Styles pane • Modifying a style • The Normal style • Deleting a style • Style sets • Displaying formatting details • Creating and customising a theme • Creating and using a template • Modifying and deleting a template • Changing the template attached to a document • Copying styles to other files


Microsoft Office: use cases

Excel, Word or PowerPoint with a Microsoft 365 subscription


	<p>This module offers to view a video lasting 22 minutes.</p>
	<ul style="list-style-type: none"> • The Office suite with or without an Microsoft 365 subscription: what are the differences? • Creating and saving Office files in OneDrive, SharePoint Online or Teams • Editing an Office file from OneDrive, SharePoint or Teams • Sharing Office files with other contributors or people from outside your organisation • Co-editing a file

► Complementary material

Word 2021 – Reference book

	<p>This module includes digital course material.</p>
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Word 2021 – Text management

	<p>This module offers interactive training consisting of 18 training videos, 18 exercises.</p>
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Word 2021 – Formatting and printing



MEDIAplus
eLearning

This module offers interactive training consisting of 18 training videos, 18 exercises and 1 additional resources.

